



Sound Tech Request

Name of Event: _____

Date: _____ Time of Sound Check: _____ Start Time: _____

Person of Contact Name and Number: _____

Description of Event:

Please Check all items needed:

- Basic PA
- Karaoke Machine
- Laser Lights
- Spot Light
- Tree Lights
- Fog Machine
- Projector
- Screen
- Number of Wired Mics _____
- Number of Wireless Mics _____
- Number of Mic Stands _____

*Sound Techs require 30min for event set up and tear down. If set up or tear down will take longer, Sound Techs will contact you.

If your event requires anything not listed on item checklist, please include it in the event description.

If your event has a contract, Sound Tech requests must have a copy of the contract attached before being turned in.

Cost for equipment rental and Sound Tech services will be determine by the Campus Life Director or Campus Life Coordinator.

