

# Office of Student Activities

## SOUND SYSTEM RENTAL REQUEST

Event Date: \_\_\_\_\_ Organization: \_\_\_\_\_

Name of Event: \_\_\_\_\_ Location of Event: \_\_\_\_\_

Account # to be Charged: \_\_\_\_\_

Charge for this Event: \$10/hr for OSA tech \$5/hr trained Org. tech

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

### SET UP INFORMATION

Must be set up by: (time) \_\_\_\_\_ Take down after: (time) \_\_\_\_\_

Music Start by: (time) \_\_\_\_\_ Music End by: (time) \_\_\_\_\_

### EQUIPMENT NEEDED

(circle one) Large System Small System

Microphones Needed? NO \_\_\_\_\_ YES \_\_\_\_\_ (if yes how many? \_\_\_\_\_)

Handheld or Lavalier Mics? \_\_\_\_\_

Instruments to be plugged into system (ex. guitar) NO \_\_\_\_\_ YES \_\_\_\_\_

If yes, how many and what type? \_\_\_\_\_

DJ need to play music only? YES \_\_\_\_\_ NO \_\_\_\_\_

Type of music desired? \_\_\_\_\_

Special Requests (music limits, specific songs, etc.):

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### *Sound Tech Use Only:*

Sound tech in charge: \_\_\_\_\_

### Reminders:

- Enter hours worked at Students Online (to include no more that ½ hr each for setup/take down)
- Notify Deborah Brown of any damaged or missing equipment

Any event comments:

