



Audio Visual Request Order

Contact Name: _____	Event Date: _____
Organization/Event Name: _____	

AUDITORIUM: (Equipment Use in Auditorium Only)

- Lectern with built in microphone** *Left, right or center stage*..... **No Charge**
- Wired microphones** (*Quantity Limited; Please provide stage diagram*) **\$35**
- Wireless lavalier/wireless handheld microphone** **\$125**
- CD/I-Pod Connection** (*through house sound system*) **\$50**

Film Projection:

- 16mm Film (2)*** **How many reels?** _____ **\$200/Hour Equipment Fee**
- 35mm Film (2)*** **How many reels?** _____ **\$200/Hour Equipment Fee**

Front Screen Video Projection:

- Video Camera and Tripod** **\$185**
- Video Camera Operator Charge** **\$75/hour**
- DVD/Blu-Ray Playback** *Digital Video Disc projected onto auditorium screen* **\$450**
- LCD Power Point Presentation** *images front projected onto auditorium screen* **\$450**
*From PC/Mac/I-Pad. Includes LCD Projector, VGA and audio connections.
Client to provide laptop. If needed, client to supply compatible VGA adaptor.*

ADDITIONAL EQUIPMENT/OPTIONS:

- Flipchart, Pad and Markers** **\$25/each**
- Video Conferencing System** *Large screen monitor on cart with camera and phone hookup* **\$80**
- Portable Short Throw Tripod Projection Screen** **\$30**
- Built In Wall Projection Screen** (*Rechter Room Only*) **\$50**
- Easel for Lightweight Signage** *Quantity Limited* **\$15/each**
- Polycom Phone Premiere 550D** **\$100**
- FCVA Laptop** *UBS connection* **\$50**
- Internet, Hardwire Connection** *per connection* **\$50**
- Internet, Wi-Fi Connection** *up to 100 concurrent connections* **\$200**
- Remote Power Point Advancer with Laser Pointer** **\$50**
- In-house Gobo Specialty Lighting Package** *6 lights w/ image pattern (inquire for options)* **\$300**
- Extensive use of power** **Subject to Additional Fee**
- Assistive Listening Device(s)** **No Charge**
- Event Technician** *** 4 hour minimum* **\$40/hour**

*** A technician is required for Frist Center equipment, house sound and lighting coordination of event*

Equipment is on a first come, first served basis.

Legacy options, such as 35 mm slide, VHS & BetaSP are available.

Don't see what you need?

The listing above represents our most frequently requested options.
Please inquire regarding any additional audio visual needs which may not be listed here.

(2015)