



Today's Date: _____

Event Location: _____

Event Coordinator: _____

Event Date: _____

Event Name: _____

I understand this form should be submitted before the equipment is needed, and the appropriate person should be notified at least 14 days in advance to the scheduled presentation. I also understand that I am responsible for any damage incurred to the equipment while in my care. I will also return all equipment allotted to me promptly on or before the due date. No changes will be made once approved. If event is cancelled let us know. Provide alternate location if weather does not permit event. (Please Initial) _____

Staff/Faculty Signature Required for student Checkout

Please reserve the following items for use at least fourteen days in advance.

Start Time: _____ End Time: _____ Sound Check/Set up: _____

Staff/Faculty Print Name: _____ Phone: () _____ - _____

Staff/Faculty Signature: _____ Email: _____

*******Note: Some items may not be available at time of request*******

- | | |
|---|---|
| 1. ☐ Battery LED's (#4, 8, 12, 16)
Circle # amount | 6. ☐ Projection Screen |
| 2. ☐ Lighting Trees # _____ | 7. ☐ Fender System |
| 3. ☐ Other Lighting (Requires
meeting to determine needs) | 8. ☐ Medium Sound System |
| 4. ☐ Pop up TV # _____ | 9. ☐ Stage Decks (Requires
meeting) |
| 5. ☐ Projector # _____ | |

*** In the event of Band Cancellation, The Medium Sound System will be reduced to Fender. Band must be at least 4-person band before Medium Sound System can be requested ***

*** Projectors and Screens WILL NOT be allowed for outside events ***

**Any questions or concerns in reserving equipment please call Ext#5156
Email form to mediaservices@seu.edu requests not received until you receive confirmation
Final Email approval will be sent after review.**