

Georgetown University Information Systems Technology Special Event Planner

This Form must be returned to the AV Dept. At least 3 weeks before event!

Event Title: _____ Room _____ Date(s) of Event _____

of Participants on stage _____ Setup Time:
Event STARTS _____ Am/Pm Ends _____ Am/Pm

Organization _____ Outside Group? _____

Contact Person _____ Phone # _____ Pay for room _____

Second Contact _____ Phone # _____ Pay For AV _____

Indicate the amount of equipment that is needed in the section below. If you are using the Hart Aud. Or 12th Floor Gewirz, please use the diagrams on Page 2 to indicate the equipment location(s).

Tables on stage # _____ Table Skirting _____ Chairs on stage # _____ (Please note that only 2-3 chairs fit behind a 6' Table)

Lectern(s) w/ Mic # _____ Table Mic(s) # _____ Standing Mic(s) # _____

Wireless Lav. Mic(s) # _____ Wireless Hand Mic(s) # _____ For Q&A? _____

Slide Projector _____ Overhead Projector _____ Easel(s) # _____ Flipchart(s) # _____ Pad(s) _____

Audiocass. Playback _____ CD Playback _____ Client Supplied _____ Player on stage or remote ?

Video Playback _____ Format: DVD or VHS Client Supplied? _____ If Law Ctr, Give Title _____

Player on stage or remote ? Playback Monitor(s) or Video Projector # _____ Copy Stand _____

Data Projector _____ Computer or Laptop? _____ Client or Univ. Supplied? If Univ. what Software ? _____

Computer/Laptop conn. to Network thru Wire or RF? Or thru Modem? _____ Audio from Computer/Laptop ? _____

If you are using 12th Floor Gewirz, please complete the section below and use the diagram on Page 2.

(This is for our reference only, Please notify Facilities Management for the actual setup of the staging)

6' x 8' Stage (4 Max.) # _____ 4' x 8' Stage (2 Max.) # _____ Stage Skirting _____ Pipe & Drape _____ GULC Banner _____

If you want Special Services, please complete the section below.

Audio Recording of Event in MP3 Format _____ Client Or University supplies CD _____

Video Recording of Event _____ Client Or University supplies tape(s) or DVD-R(s) _____ Tape length(s): T-15/ T-75/ T-160

Broadcast Quality or In-house review ? # of Cameras _____ Including Proj. Booth Remote Camera? _____

What and How many persons/ areas are to be recorded: _____

Will Press/ TV crew(s) be at event: _____ Will they require an audio feed? _____ Press Backdrop ? _____

Notes: _____

I agree to inform invited speakers and panelists that it is Georgetown Law's practice to post its audio and video content (webcasts) on the Internet.

Signature: _____ Of Group & Title _____

Web Services: _____ Link to Courseware or Other Law Center Site? _____

Requested By: _____ Title _____ Date: _____

