# Georgetown University Information Systems Technology Special Events Planner

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

AV Office Hours are: 8:30 Am to 10 Pm M thru F, By Appointment on Sat., CLOSED Sun. & Holidays

| Event Title: ____________________________ | Room# __________ | Date(s) of Event __________ |
| Setup Time (Min. ½ Hr): __________ | Actual Start Time (of people speaking): __________ | Ends: __________ |
| 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 Flr Gewirz, please use the diagrams on Page 2 or separate sheet to indicate the equipment location(s).

# of Participants on stage: __________ Attached a copy of Agenda/Timeline to this request? __________ Table Skirting __________

Tables on Stage #: __________Chairs on Stage #: __________ (Contact Facilities Management; AV Reference Only. Only 2 - 3 chairs fit behind 6’ table)

Lectern(s) w/ Mic#: __________ Table Mic(s)# __________ Standing Mic(s)# __________

Wireless Lav Mic(s)# __________ Wireless Hand Mic(s)# __________ For Q & A? __________ (Only 2 ea available in Hart or 12th Flr)

Overhead Transparencies Projector __________ Easel(s)# __________ Flipchart(s)# __________ Pad(s)# __________

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? __________ Plasma Monitor(s) __________ or Video Projector __________

Data Projector __________ Fed By: Copy Stand __________ Computer or Laptop __________ Client or Univ. Supplied __________

Computer/ laptop conn. to Network thru Wire or RF? __________ 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 DVD-R(s) __________

Broadcast or In-House Review __________ (In Hart Only: # of Cameras __________ Or Booth 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? __________ Only if Press are confirmed, Press Backdrop __________

Notes: __________

I agree to inform invited speakers and panelist that it is Georgetown Law’s practice to post its audio and video content (webcasts) on the Internet. All Must Agree or Event Will Not Be Recorded.

Signature: ____________________________ Of Group & Title __________

Web Services: ____________________________ Send Link to: ____________________________

Requested By: ____________________________ Title: ____________________________ Date: __________
Hart Auditorium

Gewirz 12th flr

Storage

Fire Exit

Elevators

Servery

Proj. Booth

6' x 8' space under balconies.