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).

Table(s) 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) ________
Audio Cass. 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: ________
6' x 8' space under balconies.

Hart Auditorium

N

Elevators
Servery

Gewirz 12th flr

Storage
Fire Exit

N

37ft

73ft

14' 6" Tall

45ft 15ft

17ft

50ft

25 ft