C.C.A.V.E.S. Equipment Request Form

Campus Center Audio/Visual Event Services

User Name: _____

Organization: _____

Address: _____Email:_____ Phone: _____

Event Date: _____ Event Location: _____

Time system needs to be set up by: _____ Time Event Ends: _____

CCAVES services include a student technician(s) who will transport, setup and operate all equipment for your event. A standard fee of $11.00 per hour per technician will be charged to your club/organization when your request has been approved. Minimum pre-payment of 2 hours will be required for private events. Please note your event may require more than one technician. The fees are used to cover the technician time and equipment maintenance. ***7 DAY NOTICE REQUIRED!***

CCAVES is set up to serve student parties and events only.
For other needs contact Media Services at x78333
Please note that we can not accommodate more than two events on any given night.

Sound system for:

- **Speaker/Lecture**
  Please describe event: _____
  (This will include microphones, speakers (small to medium), and PA system)

- **DJ**
  Please describe event: _____
  (This will only include speakers (JBL) & technician but **does not** include turntables)

- **Small Band**
  Please describe event: _____
  (This will include Fender Amp, microphones, and speakers (medium to large)

  DJ or Band Contact Name & number:
  _____

Amplified sound can include one of or all of the options below:

- CD player
- Cassette Tape Player
- Microphones (#____)
- Speakers

Presentation needs:

- TV & VCR or DVD Player
- Video Projector