UB tech request form

Today’s Date _____________________

Day of event ________________________ Date of event ________________________

Contact Person’s name______________ Email ________________________________

Cell phone #_______________________ Club Hosting _________________________

Name of Event____________________________________________________________

Location of event(s) _______________________ Rain location ______________________

Time you want the sound running by: __________________________ am/pm

Event start time ___________ am/pm Event end time ___________ am/pm

Equipment needed

**Please provide ANY tech information you are given by outside performers so we can best determine if we are able to run tech for your event. If we are not, we will let you know in a timely manner so you can find alternative means at your own cost**

____ Mics (wired- 5) ______ Mics (wireless-2) _____ Mic stands (7)

____ Speakers (4) ______ Speaker stands (4) _____ Monitors (4)

____ Sound Board (PA) _____ IPod cable _____ Projector (1)

____ Indoor screen (1) _____ DVD Player (1)

Please provide a brief description of your event so we can best prepare the technical side of your event. (Example: is your performance a: slam poet, band, singer/song writer, student performers, etc. What is the expected attendance. What else is happening during your event?)

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