

# 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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