



# AV Technology/Theatre Use Planning Form

(AV/TPF)

Today Decides Tomorrow

\*Submit completed forms to Facilities Reservations – Zip 720 or SSC 110\*

CALIFORNIA STATE UNIVERSITY, CHICO

\*\*\*Please Note: 10 working days advance notice required for each event – any changes must be submitted as an UPDATE.

Is this an ORIGINAL Request  or an UPDATE ?

Today's Date: \_\_\_\_\_

Requestor: \_\_\_\_\_ Grp/Dept: \_\_\_\_\_ Phone: \_\_\_\_\_

Event Name: \_\_\_\_\_ Event Date(s): \_\_\_\_\_

Facility Requested: \_\_\_\_\_

Event Time: \_\_\_\_\_ to: \_\_\_\_\_ (Facility Needed: \_\_\_\_\_ to: \_\_\_\_\_)

Brief description of event and envisioned result: \_\_\_\_\_

### EVENT/CLASSROOM MEDIA NEEDS

(\*Tech Charges may apply with some services ~ Services only available 8am-5pm M-F unless overtime is approved and reimbursed.\*)

#### Training - Audio Visual Technology:

Smart Classroom     Pre-Event     Public Address System

#### Public Address System (PA):

"Self-Supported" Bose PA System – No Cost (3 Pieces: Main Speaker Unit, Speaker Extensions & Microphone/stand including RCA Cable, Mini-Jack Cable, XLR Cable & Carrying Cases – please reserve via weblink <http://www.csuchico.edu/tp/services/equipment.shtml>)

"Staff Supported" PA Systems can be delivered and set-up at the event location.  
(CAF needed - \$64, 1 hr set-up/1 hr takedown @ \$32/hr – Techs do not operate equipment for event. Additional charges may apply if an event operator is needed.)

Microphones – How Many? \_\_\_\_\_

Type? \_\_\_\_\_

CD Player

#### Smart Classroom Video/Data Projector (some systems are on timers):

Built-In Computer – Hours needed: \_\_\_\_\_     Laptop – Hours needed? \_\_\_\_\_     Video Source – Hours needed? \_\_\_\_\_

Equipment:     Screen     Portable Projector     Laptop     DVD Player

#### PAC Theatres & LAXS - Additional information needed for Theatre Use

If applicable: Rehearsal Day(s) & Date(s): \_\_\_\_\_

Rehearsal Time: \_\_\_\_\_ to: \_\_\_\_\_ Time Facility Needed: \_\_\_\_\_ to: \_\_\_\_\_

#### Stage/House Lighting

Description: \_\_\_\_\_

#### Recital Set-up on Stage (submit floor plan):

Risers – How many? \_\_\_\_\_

Music Stands – How many? \_\_\_\_\_

Piano

Band Shell (LAXS only – portable)

#### Lecture Set-up on Stage (submit floor plan):

Table(s) – How many? \_\_\_\_\_

Chair(s) – How many? \_\_\_\_\_

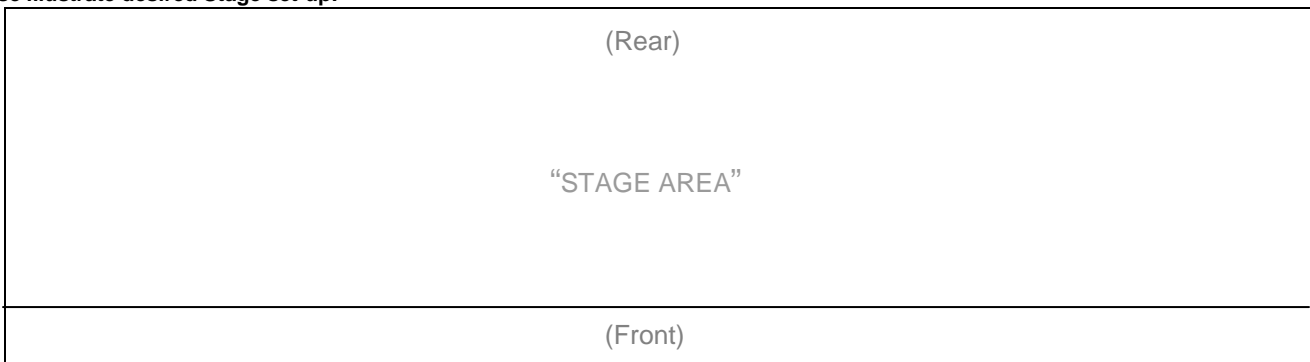
Lectern

#### Misc - Equipment (Tables & Chairs) or Services (Special needs Electrical, Custodial, HVAC)

– Please complete a **Facilities and Equipment Request Form (FERF)** @ <http://www.csuchico.edu/fres>

Other (please describe): \_\_\_\_\_

#### Please illustrate desired Stage set-up:



#### \*\*\* Office Use Only \*\*\*

Approval for above request only – any changes will require submittal of an UPDATE and additional Approval:

ATEC \_\_\_\_\_ Date: \_\_\_\_\_     HFA \_\_\_\_\_ Date: \_\_\_\_\_     RCE \_\_\_\_\_ Date: \_\_\_\_\_     UPE \_\_\_\_\_ Date: \_\_\_\_\_