

Request for Media Services Technical Assistance

If it is imperative to your performance that you have a technician on site, please reserve technical support before printing tickets or publishing your date.

With two AV technicians, a first-come, first-serve policy is in effect. If requesting AV support after regular school hours a minimum of 3 week notice is requested so they can plan their personal activities; however, it is wise to reserve earlier especially during the peak performance dates. There is no technical support available on Sundays. Technical support is not confirmed until you receive a signed approval from our office.

School _____ Location of Activity _____

Event Title _____

Performance Information

Date _____ Performance Times _____ Technician Times _____

Rehearsal Information

Date _____ Times _____ Technician Times _____

Date _____ Times _____ Technician Times _____

Date _____ Times _____ Technician Times _____

Brief description of event:

Sound and other AV equipment which will be used which is in house:

Specific needs for equipment (which your building does not have) to be provided by Media Services:

Special lighting requirements:

Other special needs:

Person who is directly in charge of event who can be reached for information and **who will be at performance and rehearsals if any** - Contact person _____ Phone number _____

Requested by _____ Phone number _____ **Principal approval** _____

The event is not confirmed until the school receives this form signed by our office. Approval will be sent to the requestor within 24 hours.

Approved by _____, Technology Services

Email to Jeff: jkroger@sbcsc.k12.in.us or Al: awujcik@sbcsc.k12.in.us