

ACADEMY CAMPUS

Event Request Form: Technical Support

Please email completed Form to multimedia@nscad.ca and CC wrobinson@nscad.ca

All requests must be made within a reasonable time-frame, technical support requests may be denied if sufficient time is not allotted.*

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|--------------|--------------------|
| Event Title: | Department/Office: |
|--------------|--------------------|

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|-----------------|-------------|-------------------|-----------------|
| Room(s) Needed: | Event date: | Event start time: | Event end time: |
|-----------------|-------------|-------------------|-----------------|

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|---|---------------------------|
| Please provide a brief event description: | Estimated # of attendees: |
|---|---------------------------|

- Internal NSCAD Event
- Internal NSCAD Event with External Guests
- Public Event
- Private External Party Event
- Other: _____

- * Contact [Facilities Management \(Lee Petter\)](#) asap to:
- Notify Security of your event
 - Make arrangements for space usage needs (staging, chairs, tables etc.)
 - I understand contacting facilities and security is my responsibility.*

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| Event Organizer: |
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| | |
|----------------|-----------------|
| Contact email: | Contact tel.# : |
|----------------|-----------------|

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|------------------------------|
| Number of Presenters, Names: |
|------------------------------|

Technical Support Request Details:

- Requesting Technical set up only?
- Requesting Technical orientation, please indicate ideal date and time: _____
- Requesting Technical assistance/presence for the duration of the event?
- Requesting the event be recorded *Note: [NSCAD University Release Form](#) must be signed by all key participants prior to event.*
- Other: _____

| | |
|---|---|
| Will the presenter(s) be using their own personal laptop(s)? Presenter 1: <input type="checkbox"/> yes <input type="checkbox"/> no / Presenter 2: <input type="checkbox"/> yes <input type="checkbox"/> no | Presentation file types used: Version (ex. Power-point mac 2011, Keynote 6.6.2): |
| Mac display adapter needed <input type="checkbox"/> yes <input type="checkbox"/> no | |

NOTE: Most NSCAD spaces are equipped with in-room presentation systems (Mac). [View Main Academy Room Specs](#)
If at all possible, provide files for testing 24hr prior to event.

Additional Requirements:

- Speakers
- PA System
- Microphone(s)–indicate quantity: _____
- Other: _____
- Extension cable
- Power bar
- DVD player
- Internet