

FOUNTAIN CAMPUS

Event Request Form: Technical Support

Form Submission Date (MMC-F office use)

m: _____ d: _____ y: _____

Please email completed Form to multimedia@nscad.ca

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

Event Title:	Department/Office:
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Event Location:	Room #:	Event date:	Event start time:	Event end time:
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Please provide a brief event description:	Estimated # of attendees:
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- Internal NSCAD Event
- Internal NSCAD Event with External Guests
- Public Event
- Private External Party Event–Name of Organization: _____
- Other: _____

* Contact [Facilities Management \(Lee Petter\)](#) asap to:

- Notify Security of your event
- Make arrangements for space usage needs (staging, chairs, tables etc.)

Event Organizer:	Event Organizer is a NSCAD staffer? <input type="checkbox"/> yes <input type="checkbox"/> no
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Contact email:	Contact tel.# :
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Name, Presenter 1:	Name, Presenter 2:
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Name(s), additional Presenters, Performers:

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):
if yes, Computer Model(s): Presenter 1: _____ Presenter 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).
If at all possible, provide files for testing 24hr prior to event.

Additional Requirements:

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