

# PORT CAMPUS EVENT REQUEST FORM: TECHNICAL SUPPORT

Please e-mail completed form to [multimedia@nscad.ca](mailto:multimedia@nscad.ca) and CC [rstappas@nscad.ca](mailto:rstappas@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:	
Room(s) Needed:	Event Date(s):	Start tme:	End time:
Description of Event:			Estimated # of attendees:
Event Organizer:			
E-Mail:		Phone #:	
Number of Presenters, Names:			

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

**\* Contact Facilities Management (James Rae) ASAP to**

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

***I understand contacting facilities and security is my responsibility.***

## Technical Support Being Requested:

- Technical Setup Only
- Technical orientation, please indicate ideal date and time: \_\_\_\_\_
- Technical assistance/presence for duration of event:
- Event needs to be recorded. Note: [NSCAD Univeristy Release Form](#) must be signed by all key participants prior to event.
- Other: \_\_\_\_\_

<b>Will the presenter(s) bring their own laptop(s)?</b> Presenter 1: <input type="checkbox"/> Yes <input type="checkbox"/> No / Presenter 2: <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Presentation file type used and software version:</b>
<b>If yes, are they bringing their own adapter?</b> Presenter 1: <input type="checkbox"/> Yes <input type="checkbox"/> No / Presenter 2: <input type="checkbox"/> Yes <input type="checkbox"/> No	

## Additional Requirements:

- Speakers
- PA System
- Microphone(s), How many? \_\_\_\_\_
- Extension Cable
- Power Bar
- DVD Player
- Internet
- Other: \_\_\_\_\_

NOTE: Most NSCAD soaces are equipped with in-room presentation systems (Mac computer and projector).

[View Main Port Room & Software Specs](#). If possible, please provide files for testing 24hrs before event.