

Banquet Audio-Visual Requirements Form

Event & Contact Information

Event Name:

Event Date:

Start Time:

End Time:

Event Location/Room:

Organization/Company:

Contact Name:

Phone Number:

Email:

Audio-Visual Equipment Needed

☐ Microphone - Wired ☐ Microphone - Wireless ☐ Podium Microphone ☐ Audio Mixer ☐ PA Speakers ☐
Projector & Screen ☐ TV Monitor ☐ Laptop ☐ Presentation Remote ☐ Other

Additional Requirements / Notes

Setup Time Requested:

Strike/Clean-up Time:

On-site AV Technician Required?