

Date \_\_\_\_\_

Check if this form replaces an earlier version

## Technical Services

Return your Division Head by June 1

Room/Event

Area Name \_\_\_\_\_ Person Completing this Form

\_\_\_\_\_

Following is a list of normal kinds of tech things that we are expecting the various areas at N3 to be needing. This list is not an all-inclusive list, but is provided to stimulate your thinking. Please do not expect us to stock these items as a general rule. If you need the items for your area we expect you to inform us of this need in advance so we can arrange for the equipment. Do not assume that any room comes equipped with this equipment (it is safer to plan it). Please give us a room-by-room breakdown of what you need (complete one of these forms for each room that needs special lighting, sound, equipment, etc.)

Note: Most of these things cost money — be sure you have money in your budget for them. Talk to your Division Head if you have any questions.

- microphones
- microphone stands (Circle: desk/floor/podium)
- sound (sound systems beyond simple microphone setups for panels)

(Indicate when you need each item)

- slide projectors (Circle: for entire con/day-time )
- slide carousels (Circle: for entire con/day-time )
- 35 mm film projectors (Circle: for entire con/day-time )
- 16 mm film projectors (Circle: for entire con/day-time )
- overhead projectors (Circle: for entire con/day-time )
- opaque projectors (Circle: for entire con/day-time )
- screens (Circle: for entire con/day-time )
- computers (type: ) (Circle: for entire con/day-time )
- audio tape players/recorders (Circle: cassette/reel-to-reel) (Circle: for entire con/day-time )
- audio tape
- video tape players (circle: VHS, BETA) (Circle: for entire con/day-time )
- TV monitor for video tape players (size?) (Circle: for entire con/day-time )
- video projection system (Circle: for entire con/day-time )
  
- lights (Type )
- special programming for function room lights (in Hynes)  
please talk to us about this further
- carpentry/construction  
please talk to us about this further
- special electrical needs  
please talk to us about this further