

Classroom Support & Instructional Technical Services

**Special Event Presentation Technology/Staging/Production Form**

Please use the following checklist to determine which items and services you require for your event. After you have completed this form please email to: CSITS@oakland.edu

1. Name of Event Coordinator:
2. Telephone #:
3. School/Department name:
4. Fund # to cover applicable service/resource expenses/fees:
5. Name of Event:
6. Date of Event:
7. Start Time of Event:
8. End Time of Event:
9. Event Location:
10. Presentation/AV Equipment:
	1. Laptop Computer needs:
		1. Platform type (Windows or Mac):
		2. Software needs:
		3. Internet access required (yes or no):
		4. Wireless PowerPoint remote control:
		5. Computer sound required (yes or no):
	2. Data/Video projector needs:
	3. Projection Screen (front or rear projection):
	4. Laser pointer:
	5. LCD flat panel TV needs:
	6. DVD/VHS player:
	7. Public address sound system (include number of microphones needed):
	8. CD or mp3 player:
	9. Other?
11. Conferencing service:
	1. Video
	2. Audio only:
	3. Webinar:
12. Operator or on-site technical support needs:
13. Staging:
	1. Presenter podium:
	2. Pipe-&-drape (height and number of feet):
	3. Display/paper easels:
	4. Other?
14. Computer Presentation Creation/Support needs (lead time required):
	1. PowerPoint:
	2. PhotoShop:
	3. Digital video creation:
	4. Other:
15. Poster or Signage Creation (42” wide max by x’) (lead time required):
16. Video Production (lead time required):
17. Video capture of event:
	1. Single camera B-Roll footage:
	2. Multi-camera production:
	3. Live stream of event to Internet
	4. Video copy and duplication service:
	5. Live video to an overflow audience located in another space:
18. Please describe any additional needs and/or special arrangements desired: