

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: