

Event Additional Equipment Form

EVENT NAME:

COMPANY NAME:

TECHNICIAN NAME:

DATE / REQUEST TIME:

| Video Equipment | | (X) Added Onsite | (X) Pre-Ordered |
|---|--|------------------|-----------------|
| Projector 3000 Lumens | Details here: | | |
| Projector 4000 Lumens | Details here: | | |
| Projector Screen | Circle Screen Size: (up to) 75" (up to) 96" (up to) 120" | | |
| Flat-screen TV (Provide size used in details) | Details here: | | |
| HD Webcam (USB camera) | Details here: | | |

| Audio Equipment | | (X) Added Onsite | (X) Pre-Ordered |
|---------------------------------------|---------------|------------------|-----------------|
| Powered Speaker (Sound System) | Details here: | | |
| Additional Speaker (Sound System) | Details here: | | |
| PC Speaker (Computer Speakers) | Details here: | | |
| Wireless Microphone System (Handheld) | Details here: | | |
| Wireless Microphone System (Lavalier) | Details here: | | |
| Wireless Microphone System (Headset) | Details here: | | |
| Mixer / DI Box | Details here: | | |

| Computer / iPad | | (X) Added Onsite | (X) Pre-Ordered |
|------------------|---------------|------------------|-----------------|
| PC Computer | Details here | | |
| MacBook | Details here | | |
| iPad (WIFI only) | Details here: | | |
| iPad (Cellular) | Details here: | | |

| Labor | | (X) Added Onsite | (X) Pre-Ordered |
|----------------------|---------------|------------------|-----------------|
| On-site Technician | Details here: | | |
| Meet & Greet Service | Details here: | | |
| Additional Tech Time | Details here: | | |

| Misc. Equipment | | (X) Added Onsite | (X) Pre-Ordered |
|--|--------------|------------------|-----------------|
| Wireless Mouse Function Slide Advancer | Details here | | |
| Wireless Slide Advancer (With laser pointer) | Details here | | |
| Laser Pointer | Details here | | |
| Polycom (Digital, Analog, Bluetooth) | Details here | | |
| Bluetooth Speaker | Details here | | |
| Flip Chart and Markers | Details here | | |
| Mobile Cellular Phone | Details here | | |

| Attachments / Cables | | (X) Added Onsite | (X) Pre-Ordered |
|--------------------------------|--------------|------------------|-----------------|
| Attachments (List in details) | Details here | | |
| Cable(s) (List in details) | Details here | | |
| Power Strip | Details here | | |
| Extension Cord(s) | Details here | | |
| Other Cables (list in details) | Details here | | |

On-site Approving Representative: _____

On-Site representative approves above additional equipment or labor time to be added to invoice at the rates of the active agreement.

On-site AV Business Tech: _____

AV Business agrees to provide above equipment and/or labor request listed above at the contracted rates of client.