

# 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.