



Request for Technical Services

Event Date: _____ Day: _____

INSTRUCTIONS:

Requests for Technical Services Support are for programs held in the **McFarland Student Union** that require staff to attend and support a particular event. This completed form must be returned to the Office of Student Union & Commuter Services at least one month prior to the event date. If this event is cancelled or any changes or additions need to be made, please inform the office at least one week prior to the event.

Important Information:

- **Organizations requesting staff to work their event must pay an hourly fee for technicians. Rates vary according to student and staff pay scales and overtime rates.**
- **Requests are approved based on the availability of qualified, trained technicians.**

Title of Activity: _____ Today's Date: _____

Type (comedian, slide lecture, musician, etc.): _____

Event Start Time: _____ Length of Program: _____ Sound Check Time: _____

Location: _____ Anticipated Audience Size (seating): _____ Rehearsal Time: _____

Do you Anticipate Using: Sound System Stage Lights Spotlight

Does your event require assisted listening devices for the hearing impaired? _____

Please specify technical needs and equipment with quantity. A copy of a technical rider should be attached to the form if available.

Sponsoring Organization: _____

Phone Number: _____

Event Coordinator: _____ E-Mail/Phone: _____

Advisor Signature: _____ E-Mail/Phone: _____

Please direct questions to the Office of Student Union & Involvement Services in room 274 of the McFarland Student Union or at 610-683-4087. Visit our website: <http://msu.kutztown.edu>

For Office Use Only:

Assigned: _____ Setup Time: _____

Assigned: _____ Setup Time: _____

Assigned: _____ Setup Time: _____

Cost Estimate:

Operations Info: