Event Support Request

Fill out and submit to helpdesk@untdallas.edu

* This form must be submitted at least 5 business days before the event date. *

** This is a request and is not final until you receive confirmation from OIT. **

Event Name		Event Date		Startup Time		Expected # of Attendees	
Purpose/Theme							

Venue/Room#	List rooms you have reserved for the event. Venue 1:　　　　　Start time:　　　　　End Time: Venue 2:　　　　　Start time:　　　　　End Time: Venue 3:　　　　　Start time:　　　　　End Time: Venue 4:　　　　　Start time:　　　　　End Time:
Primary Contact Information	Campus/Dept/Org: Name: Phone Number:　　　　　　　Email:
Secondary Contact Information	Campus/Dept/Org: Name: Phone Number:　　　　　　　Email:

IT/AV Needs	☐ Startup assistance (turn on all av equipment, upload presentation) ☐ WiFi Access ☐ Clicker ☐ Digital Signage (If checked, please provide Powerpoint slides at 16:9 ratio) ☐ Background/Mood Music ☐ Web Conference (BlueJeans preferred if using Skype account include the skype names of the participants) ☐ Stream Video (Panapto)　　From:　　　　To: ☐ Record Video (Panapto) –Event Coordinator is responsible for providing the UNT Dallas recording disclaimer. ☐ Additional Microphones 　　 Anchor System or Soundboard w/speakers ☐ Other Items (Please list):
Standard AV in rooms– Screen, Podium, PC, Projector, Keyboard and Mouse	Additional equipment in the following rooms: FH138 – Can be Split or Combined 　　　　 4 Mics FH 101 – 2 Mics DAL1 102 –Hand-held wireless or lapel. FH 127 – Web cam (TV and computer, no podium)