

**Student Event Questionnaire for IT Support**

**Who is the point of contact for the event?**

**What is the event name?**

**Where is the event taking place?**

**What is the time-frame for the event?**

**When would you like IT to meet with you to set up equipment?**

**Will there be any speaker panels? Will any of the speakers be joining remotely?**

**Will you need a hand-held microphone for audience member usage?**

**Will you be utilizing your own laptop for the event?**

**Will you need to borrow any laptops from the IT Department?**

**Will you need to run a PowerPoint presentation or play any videos from the computer in the room?**

**Will you need to record the event via Zoom?**

**A/V and IT Equipment Per Room**

**The Larry Walker Room (Dean Rusk Hall 4th Floor)**

Point/Tilt/Zoom Camera in rear of the room, wireless area microphones for panels, lavalier and hand-held wireless microphones, PC in rear cabinet connected to monitor and speakers at the front of the room

**Room 120/A:**

Cameras in the front and rear of the room, microphones in the ceiling, projector, podium computer access, document camera, blu-ray player, Lavalier and handheld microphone at the podium

**Room 122/B:**

Cameras in the front and rear of the room, microphones in the ceiling, projector, podium computer access, document camera, Lavalier and handheld microphone at the podium

**Room 256:C**

Single camera on tripod, yeti microphone at the podium, lavalier microphone, projector, podium computer access, document camera, blu-ray player

**Room 254:D**

Cameras in the front and rear of the room, microphones in the ceiling, projector, podium computer access, document camera, blu-ray player

**Room 252:E**

Cameras in the front and rear of the room, microphones in the ceiling, projector, podium computer access, document camera, blu-ray player

**Room 246:F**

Cameras in the front and rear of the room, microphones in the ceiling, projector, podium computer access, document camera, blu-ray player, Lavalier at the podium

**Room 358:G**

Single camera on tripod, yeti microphone at the podium, lavalier microphone, projector, podium computer access, document camera, blu-ray player

**Room 355:H**

Cameras in the front and rear of the room, microphones in the ceiling, projector, podium computer access, document camera, blu-ray player

**Room 353:I**

Single camera on tripod, yeti microphone at the podium, lavalier microphone, projector, podium computer access, document camera, blu-ray player

**Room 347:J**

Cameras in the front and rear of the room, microphones in the ceiling, projector, podium computer access, document camera, blu-ray player, Lavalier at the podium

**Room 109:K (Dean Rusk Hall)**

Single camera on tripod, yeti microphone at the podium, lavalier microphone, projector, podium computer access, document camera, blu-ray player

**Room 366:L**

Single camera on tripod, yeti microphone at the podium, lavalier microphone, two projectors, podium computer access, document camera, blu-ray player

**IT Department Contact Info**

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