



Reservation # (Office Use Only)	
Event Coordinator (Office Use Only)	

Production Services Intake Form

Sponsoring Org/Department: _____ Show Date(s): _____

Client Production Authorized Contact: _____ Email: _____ Phone: (____)____-____

Event Title: _____ Event Location: _____

AV Needs Description (Please include a brief description of the AV your event needs):

For time below please include rehearsal days as well as show days

Requested Access Time	Doors Open	Event Start Time	Event End Time	Client Exit

Services requested (Check all that apply). Some options will require a meeting:

Audio	Video	Lighting
<input type="checkbox"/> Mic at Podium (Lecture Style) <input type="checkbox"/> Panel Style Presentation <input type="checkbox"/> Music Playback (Spotify etc.) <input type="checkbox"/> Live Music (Band, DJ, etc.)	<input type="checkbox"/> Performance Recording <input type="checkbox"/> Video Streaming <input type="checkbox"/> Video Projection <input type="checkbox"/> Teleprompter (For presentation style events)	<input type="checkbox"/> General Stage Lighting (applicable in venues) <input type="checkbox"/> Uplighting on Walls <input type="checkbox"/> Dance Party Lighting <input type="checkbox"/> Staged Performance Lighting
Audio Cont.	Video Cont.	Power Distribution & Rentals
<input type="checkbox"/> Preference of presentation microphone? <input type="checkbox"/> Wireless Handheld <input type="checkbox"/> Wired <input type="checkbox"/> Lavalier <input type="checkbox"/> No preference If you have a panel, how many people will be speaking? _____ For music playback, will you provide the device? <input type="checkbox"/> Yes <input type="checkbox"/> Need to Rent Will there be audio files we need to play? <input type="checkbox"/> Yes <input type="checkbox"/> No **Live Music selection will require a meeting**	<p>Please be aware we only provide live streaming to a virtual audience. We do not support hybrid events at this time.</p> <input type="checkbox"/> What platform are you streaming on? <input type="checkbox"/> YouTube <input type="checkbox"/> Zoom <input type="checkbox"/> PowerPoint playback <input type="checkbox"/> Video playback <input type="checkbox"/> Client supplied computer for playback <input type="checkbox"/> Production supplied computer for playback Will there be video files we need to play back? <input type="checkbox"/> Yes <input type="checkbox"/> No	<p>If you wish to use an outside AV Company in any SECL reserved spaces, please submit a policy exemption form.</p> If you need power distribution, what are you powering? <input type="checkbox"/> Band <input type="checkbox"/> Blow-Up Games <input type="checkbox"/> Info Tables <input type="checkbox"/> Other: _____ <input type="checkbox"/> Check if you want to inquire about a stage rental for an outside space. <input type="checkbox"/> Check if you need generators for your event

Disclaimers:

Client Provided Media: If you are providing media to playback, all media is due to Production Services no later than 7 days before your event. **Production Services does not provide content. All playback material must be provided by the client.**

Recorded Events: If Production Services is recording your event, please allow us 14 days to edit and process media.

Contract Deadline: This document is non-binding. If you receive a contract, it is due signed back to Production Services no later than 7 days before your event by email or office drop off. Not returning a contract will not be treated as a cancellation and will result in charges still being applied to the client.

Cancellations: If you wish to cancel services, it must be communicated in writing to production@vt.edu no later than 48 hours ahead of event start time.



STUDENT AFFAIRS
STUDENT ENGAGEMENT
AND CAMPUS LIFE
VIRGINIA TECH.

Production Services
540-231-3499 | production@vt.edu

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Event Notes: (*Office Use Only*)

Event Drawing: (*Office Use Only*)