

EVENT CHECKLIST FOR OFF-CAMPUS GROUPS:

For Audio Visual Needs:

The off-campus group must register a single point of contact with the business office. This single point of contact would be the only one authorized to:

- ✓ Coordinate all peripheral equipment needs (screens, video cameras, etc) and setups with the liaison in the summer, or the business manager during the academic season.**.
- ✓ Fill out all necessary paperwork for each request, via the liaison or the business office manager.
- ✓ Arrange for any necessary equipment training sessions at least 1 week in advance.

NOTES:

*Equipment requests from anyone other than the liaison or point of contact provided will not be accepted.

Equipment Reservation Forms must be submitted no later than **2 business days in advance.

The Witherspoon Rooms contain the following equipment: Data projector and screen, DVD player, VHS player, 1 Handheld Wireless mic, 1 Lavalier Wireless Mic, Podium wired mic, VGA/mini audio cable, and Ethernet CAT 5 cable.

For Networking/Information Systems Needs

- ✓ Make arrangements with Information Systems to set up guest network accounts for internet access **at least 2 weeks in advance**.
- ✓ Confirm internet availability with Information Systems **at least 1 week in advance**.
- ✓ Ensure that any devices are equipped with all applicable system updates and updated antivirus software.

IMPORTANT PHONE NUMBERS:

- ✓ STUDENT AFFAIRS: (724) 946-7110
- ✓ AUDIO VISUAL SERVICES: (724) 946-7188
- ✓ INFORMATION SYSTEMS/COMPUTING CALL CENTER: (724) 946-6900
- ✓ PHYSICAL PLANT SECRETARY: (724) 946-7017
- ✓ CATERING: Jeff Creveling: (724) 946-6312

