

EVENT: \_\_\_\_\_

EVENT DATE (S): \_\_\_\_\_

EVENT TIME (S): \_\_\_\_\_

EVENT LOCATION: \_\_\_\_\_

EVENT COORDINATOR: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
PLEASE PRINT

EVENT SPONSOR: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
IF EVENT COORDINATOR IS NOT AN EMPLOYEE OF SOUTHEASTERN UNIVERSITY

EVENT LOAD IN DATE & TIME: \_\_\_\_\_

PLEASE READ THE FOLLOWING SECTION AND INITIAL STATING THAT YOU AGREE WITH ALL POLICIES .

**ALL PRODUCTIONS/EVENTS MUST SUBMIT THIS FORM COMPLETED NO LATER THAN 14 DAYS PRIOR TO THE EVENT.** ANY PRODUCTION/ EVENT THAT DOES NOT SUBMIT THE FOLLOWING FORM IS NOT GUARANTEED SUPPORT FROM THE MEDIA SERVICES DEPARTMENT. SUBMITTING THIS FORM DOES NOT GUARANTEE SERVICES OR EQUIPMENT FOR YOUR EVENT. THIS FORM IS MEANT TO INFORM US OF THE SPECIFIC NEEDS FOR YOUR EVENT, UPON APPROVAL OF YOUR EVENT YOU WILL RECEIVE A FOLLOW UP PHONE CALL TO CONFIRM ALL YOUR NEEDS ARE COVERED WITHIN THIS FORM. A CONFORMATION E-MAIL WILL BE SENT TO CONFIRM YOUR RESERVATION.

INITIAL: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_/\_\_\_/\_\_\_

E-MAIL: \_\_\_\_\_

**SOUND:**

- |  |  |
|--|--|
| <input type="checkbox"/> BAND EVENT<br><small>(PLEASE FILL OUT BACKSIDE SECTION UNDER BAND RIDER)</small>  | <input type="checkbox"/> FENDER SYSTEM— 4 CHANNEL ( 2 SPEAKERS ON STANDS<br>MIXER/AMP BOOM STAND, DI AND ONE MIC)  |
| <input type="checkbox"/> BANQUET /LUNCHEON<br><small>(PLEASE ATTACH A SEPARATE FORM WITH THE EVENT RUN SHEET.)</small>   | <input type="checkbox"/> FENDER SYSTEM— 6 CHANNEL ( 2 SPEAKERS ON STANDS<br>MIXER/AMP BOOM STAND, DI AND TWO MICS) |
| <input type="checkbox"/> SPECIALTY/RENTAL<br><small>(PLEASE FILL OUT RENTAL SECTION OF BACKSIDE OF THIS FORM. ALSO NOTE ALL SPECIALTY AND RENTAL EQUIPMENT ARE SUBJECT TO AVAILABILITY.)</small> |  |

**LIGHTING:**

- LIGHTING TREES       HAZE

**VIDEO/POWERPOINT:**

PLEASE NOTE THE FOLLOWING ARE THE ONLY SUPPORTED VIDEO FORMATS:

- DVD       VHS       POWERPOINT       DVD-R, DVD+R  
(PLEASE NOTE THAT NOT ALL BURNED DVD'S PLAY CORRECTLY SO PLAN TIME FOR TESTING)

**BAND RIDER/INPUT LIST:**

PLEASE LIST ALL INSTRUMENTS AND VOCAL MICROPHONES ON THE TABLE BELOW. IF YOU HAVE MORE THAN 24 INPUTS PLEASE ATTACH A SEPARATE INPUT LIST.

<u>INPUT</u>	<u>INSTRUMENT/VOCAL</u>	<u>MONITOR</u>	<u>DI BOX</u>	<u>INPUT</u>	<u>INSTRUMENT/VOCAL</u>	<u>MONITOR</u>	<u>DI BOX</u>
1	LEAD VOCAL	√		13			
2				14			
3				15			
4				16			
5				17			
6				18			
7				19			
8				20			
9				21			
10				22			
11				23			
12				24			

PLEASE FILL IN THE STAGE PLOT USING THE KEY TO THE RIGHT OF THE PLOT, INDICATE INSTRUMENTS BY SIMPLY WRITING THE NAME (I.E. GTR, KEYS, BASS, A. GTR, DRUMS ETC.)

**KEY**

MICROPHONE	○
AVIOM IN-EAR	AV
MON. WEDGE	W
STRAIGHT STAND	
BOOM STAND	∟

**STAGING:**

I UNDERSTAND THAT MEDIA SERVICES IS NOT SOLELY RESPONSIBLE FOR SETTING UP THE STAGE. I WILL SUPPLY 4 VOLUNTEERS THE DAY OF THE EVENT TO AID MEDIA SERVICES WITH THE STAGE UP.

INITIAL: \_\_\_\_\_

STAGE DECKS (4'X6')

STAIRS (1 SET)

# \_\_\_ (UP TO 16)

**RENTAL EQUIPMENT:**

(PLEASE NOTE THAT MEDIA SERVICES IS NOT RESPONSIBLE TO PAY FOR ANY RENTAL EQUIPMENT FOR YOUR EVENT. THIS SECTION IS FOR PRODUCTION RELATED RENTALS I.E.. FOGGERS, WIRELESS MICS, ETC.. IT IS NOT FOR TABLES CHAIRS AND OTHER EVENT GOODS. NO ITEMS WILL BE RESERVED UNTIL A BUDGET TRANSFER HAS BEEN REQUESTED AND MEDIA SERVICES HAS BEEN NOTIFIED.)

<u>ITEM:</u>	<u>QTY:</u>	<u>PRICE PER:</u>	<u>TOTAL:</u>
1. _____			
2. _____			
3. _____			