

TECHNOLOGY PLANNING FORM

Special Events/Presentations

Requested by: _____

RTSD extension #: _____

Email: _____

Phone Contact #: _____

Event Date: _____

Event Location (Building and Room): _____

Event Start Time: _____

Event End Time: _____

Brief description of event/presentation: _____

EQUIPMENT REQUESTED:

Computer _____

Guest logon needed? (If you do not have an RTSD logon) _____

Projector _____

Sound system _____

CD/DVD player _____

If DVD, does it play on a computer? _____

Microphone(s) (#) _____

Microphone stand(s) _____

Podium _____

Printer (color or b&w) _____

Internet connection _____

Specify web addresses to be accessed: _____

WiFi access for attendees who do not have an RTSD logon _____

Apple TV _____

PRESENTER WILL BRING:

_____ Laptop PC or Mac _____ MAC VGA adapter _____

_____ Presenter will require WiFi access for non-RTSD laptop?

_____ Portable usb drive with files

_____ CD with files

File types to be opened: _____

_____ DVD

_____ iPad VGA adapter _____

ATTENDEE ACCESS:

Number of attendees _____

WiFi access for attendees who do not have an RTSD logon _____

Number of laptops needed for attendees _____

AUDITORIUM USAGE:

Auditoriums and stages are used daily for rehearsals.

Start time of an event will need to allow an appropriate amount of time following any rehearsals to account for student seating and/or stage setup.

Auditorium stage needed for presentation?: _____

Special lighting / sound requests _____

Other needs not identified _____

OTHER NEEDS:

Assistance required? _____

Please be specific. If tech assistance is needed after school hours, administrative pre-approval is required.
