



Audiovisual
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AV Event Support Service Hours
 Monday - Friday 8:30am-4:00pm

Request for Audiovisual Services

All requests must be submitted by the Faculty or Staff event sponsor at least TWO WEEKS in advance of the requested event date. Requests received with less than 48-hour notice may not be processed in time. Additional time may be needed for events outside regular service hours. Please allow at least 24-hour notice for any cancellations.

Contact Information:

Name: _____ Department: _____
 Email: _____ Extension: _____

Basic Information:

Event date: _____ Event location: _____ Est attendance: _____
 Event name: _____
 Facilities Room Reservation Start time: _____ Facilities Room Reservation End time: _____
 Audience Arrival time: _____ Program Start time: _____ Program End time: _____
 Facilities reservation times should be at least 30 minutes prior to your Audience Arrival and following your Program End times

Audiovisual needs:

Projector and screen Reserve AV Laptop (Windows) DVD player Other: _____
 Bring your own computer: (You are responsible for bringing any adapters your computer may need)
 Windows PC Apple laptop Other: _____
 PA system for sound reinforcement (If microphones are needed, please fill out section below)
 Aux cable for audio (3.5mm audio connection for phone or MP3 player) Bluetooth receiver

Desired microphone needs:

Number of speaking microphones
 Wired handhelds: _____ Wireless handhelds: _____ Wireless lapel: _____
 Note: Wireless microphones may not be available in all spaces.

Singing and instrumental microphones
 Please list the number and types of instruments and singers and any special needs they may have.

Please attach the technical rider or other information provided by performance group