



Audiovisual
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 Tel: (562) 463-3752
www.riohondo.edu/its/av/

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:

Meeting date: _____ Meeting location: _____
 Meeting name: _____
 Facilities room reservation start time: _____ Meeting start time: _____
 Facilities room reservation end time: _____ Meeting end time: _____
 Facilities reservation times should be at least 15 minutes prior and following your program start and end times

Presentation 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: _____
 Audio from Laptop

Special needs: