



Audio Visual
Email: audiovisual@riohondo.edu
Tel: (562) 463-3752
www.riohondo.edu/its/av/

Audio Visual Event Support Service Hours
Monday - Friday 8:30am-4:00pm

Boardroom Audiovisual Services Request

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 after this may not be processed in time. Additional time may be needed for events outside regular service hours and events of a greater complexity. Please allow at least 24-hour notice for any cancellations.

Contact Information:

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

Basic Information:

Event date: _____ Event location: () L503A () L503B () L503A+B 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

Room Layout:

Select the example layout that most closely represents your event:

L503A or L503B

() Example 1 () Example 2 () Example 3 () Example 4 () Example 5 () Example 6 () Example 7

L503AB

() Example A () Example B () Other (Please set up a site walk with Audio Visual and Facilities)

Audio Visual needs:

Select the devices you wish to connect to the displays. (Devices connect via HDMI by the window next to the dividing wall.)

[] Reserve AV Laptop (Windows) [] Other: _____

[] Bring your own device: (You are responsible for bringing any adapters your device may need)

[] Windows PC [] Apple laptop [] Other: _____

Desired microphone needs:

(Note: Requests with more than 2 microphones will require additional setup time and a planning meeting with AV staff)

Number of microphones: _____ Speaking mics: _____ Singing mics: _____ Instrument mics: _____

For singing and instrumental mics, please list the types of instruments and singers and any special needs they may have.

Please attach any setup diagram, itinerary, technical rider, or any other documents.

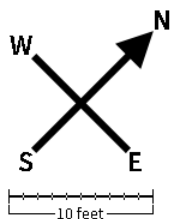
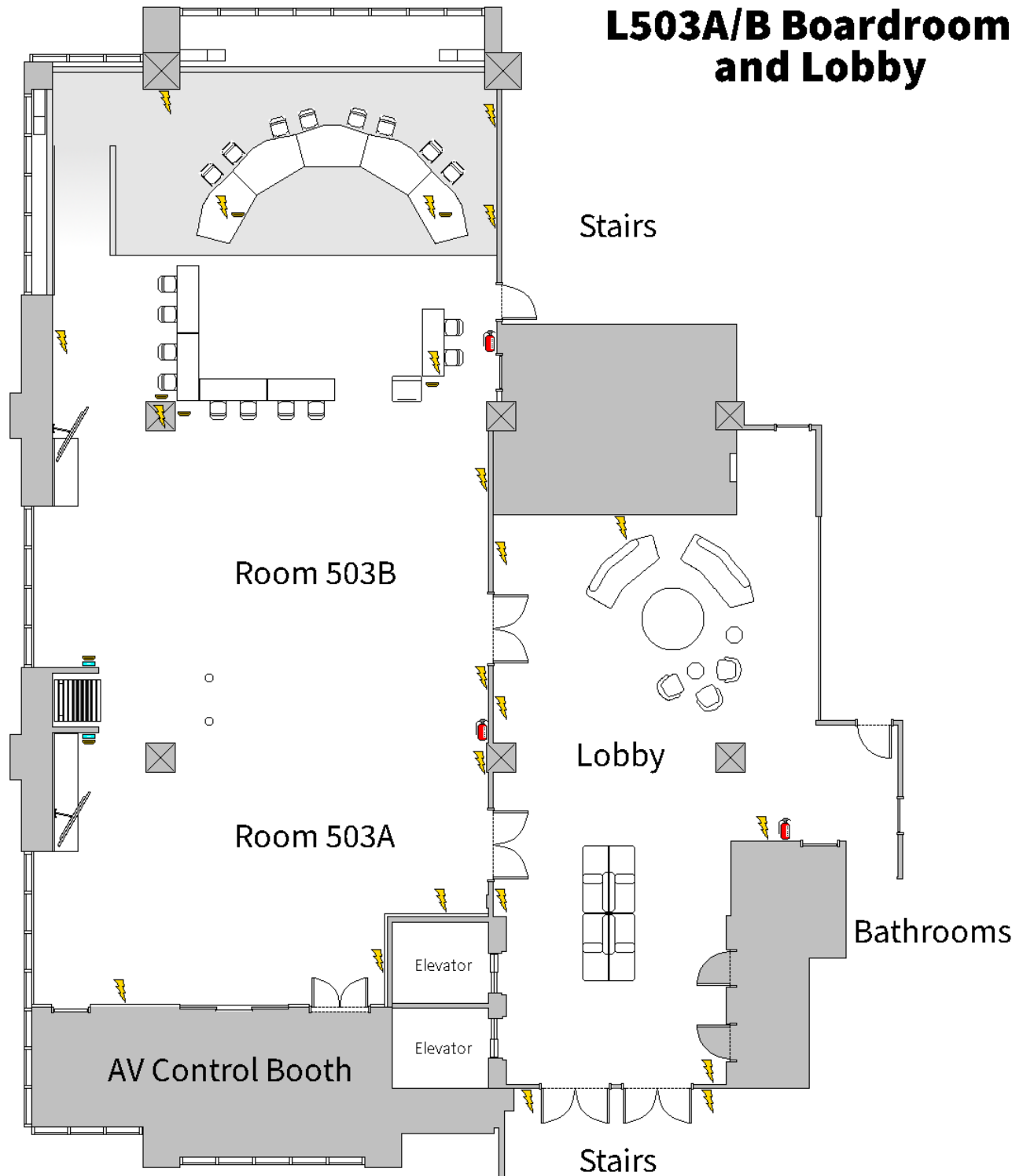
Audio Visual recommends and is available for site walks to answer questions and verify the needs of the event.



L503A/B Boardroom

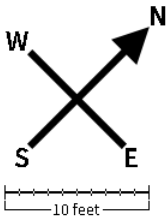
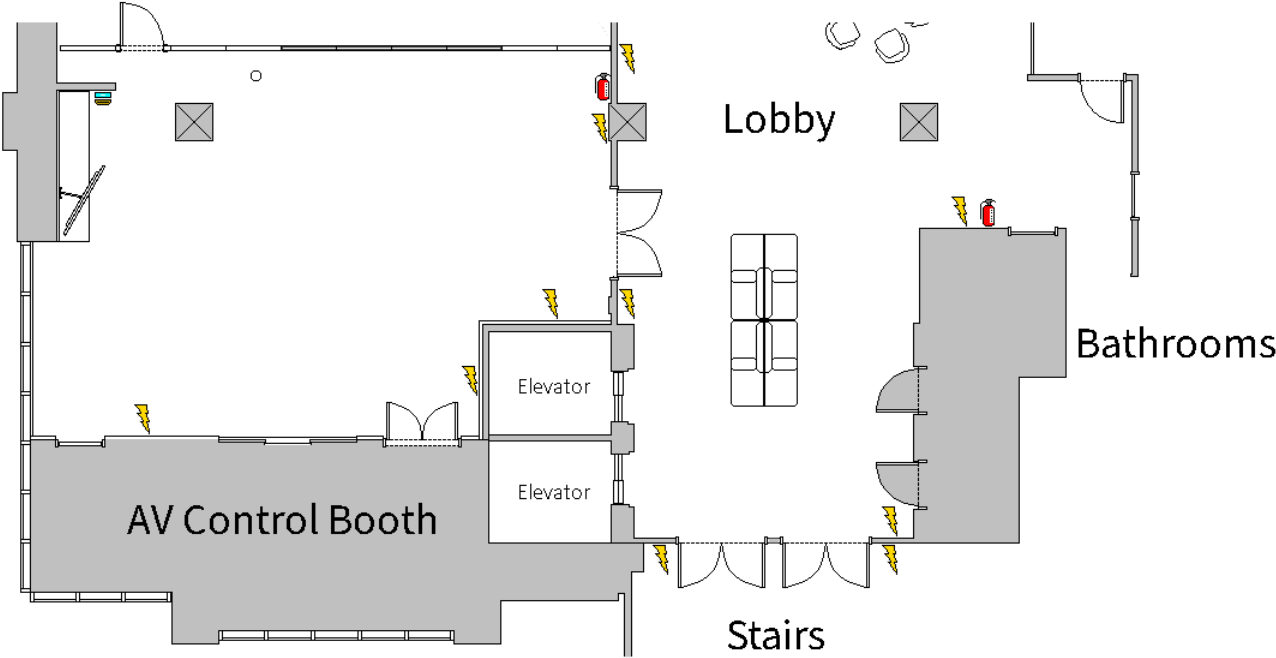
Scale drawings with sample setups











L503A/B Boardroom and Lobby



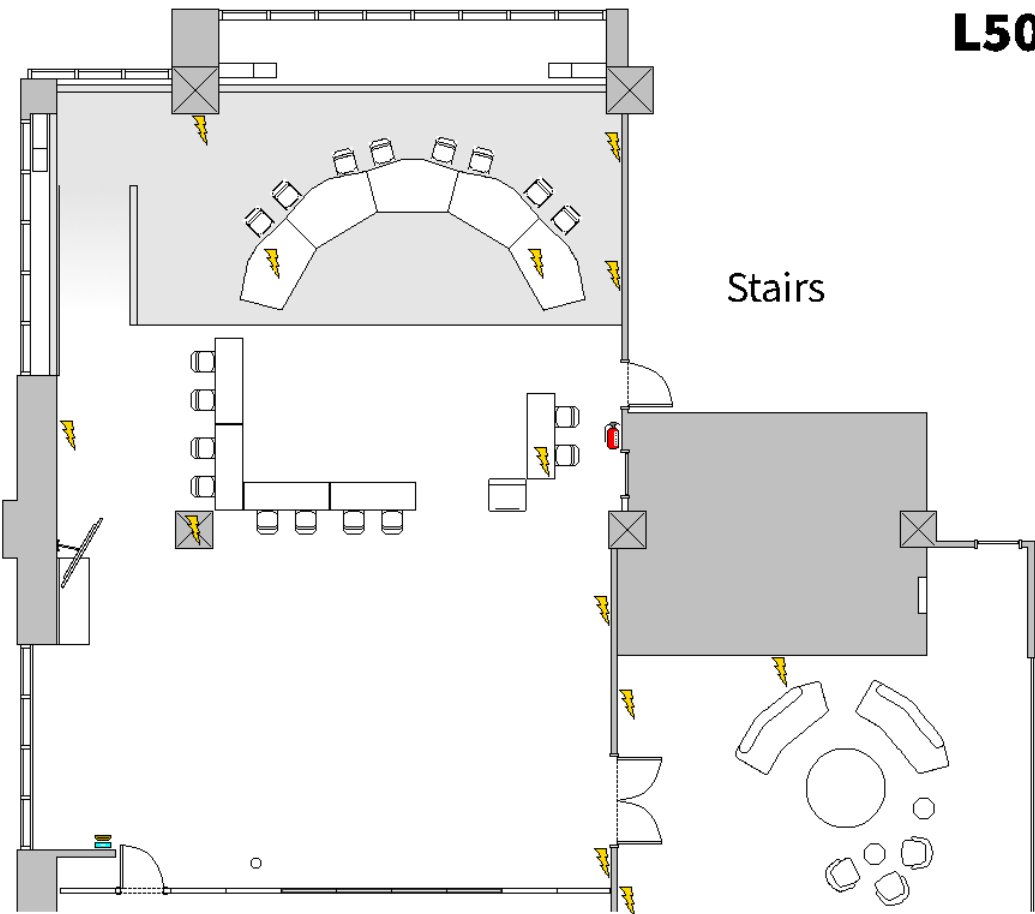
AV		Facilities	
	Control Panel		6' Table
	HDMI Connection		Chair
	Flat Panel Display		Lectern
	Microphone		Electrical Outlet
	AV Cables		Fire Extinguisher

L503A



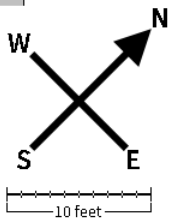
AV		Facilities		
	Control Panel			
	HDMI Connection			
	Flat Panel Display			
	Microphone			
	AV Cables		Electrical Outlet	
			Fire Extinguisher	











L503B



Stairs

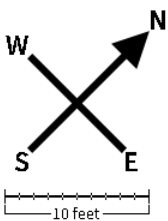
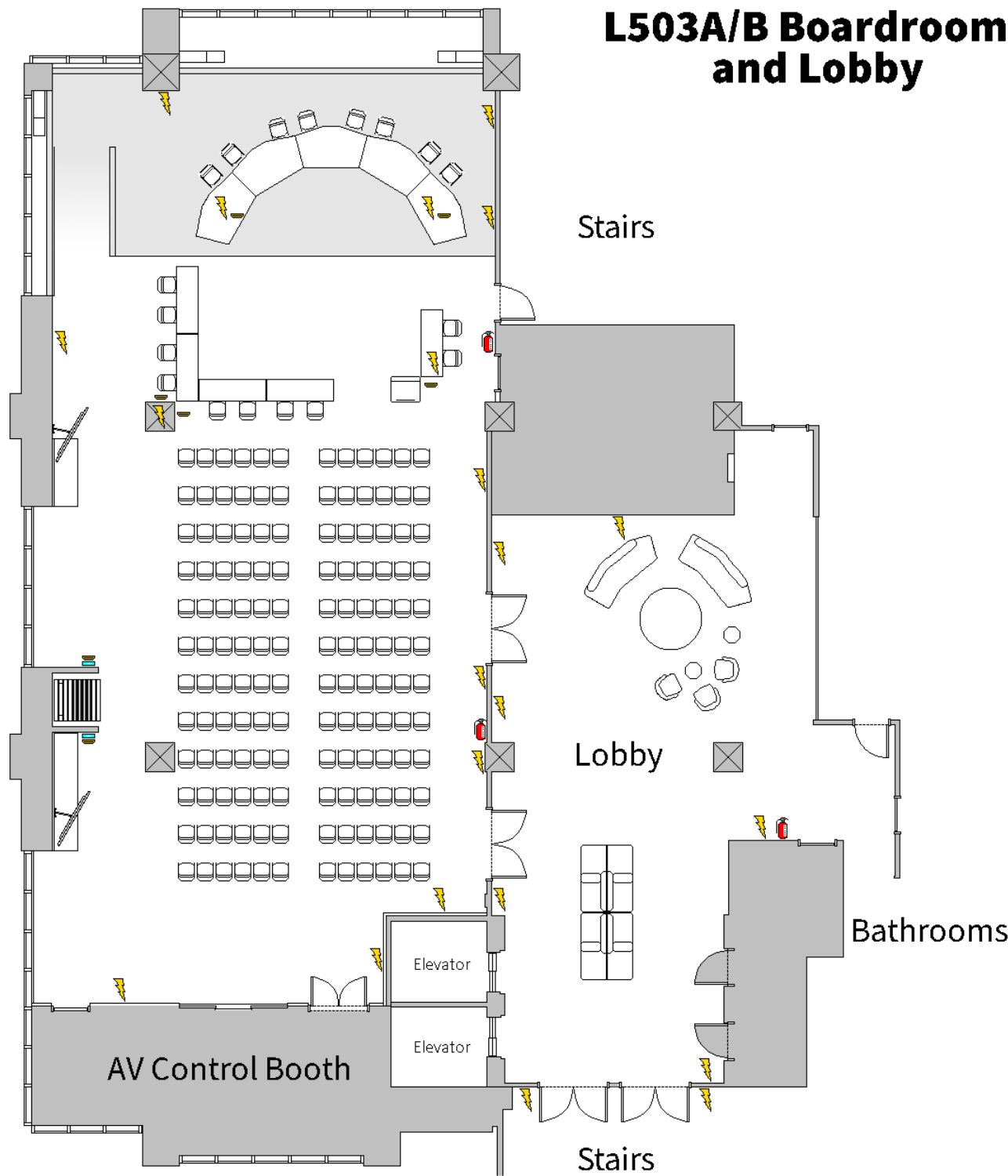
Elevators
and
Bathrooms



AV		Facilities	
	Control Panel		6' Table
	HDMI Connection		Chair
	Flat Panel Display		Lectern
	Microphone		Electrical Outlet
	AV Cables		Fire Extinguisher

Setup Examples

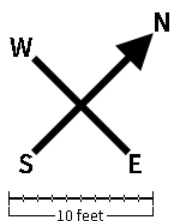
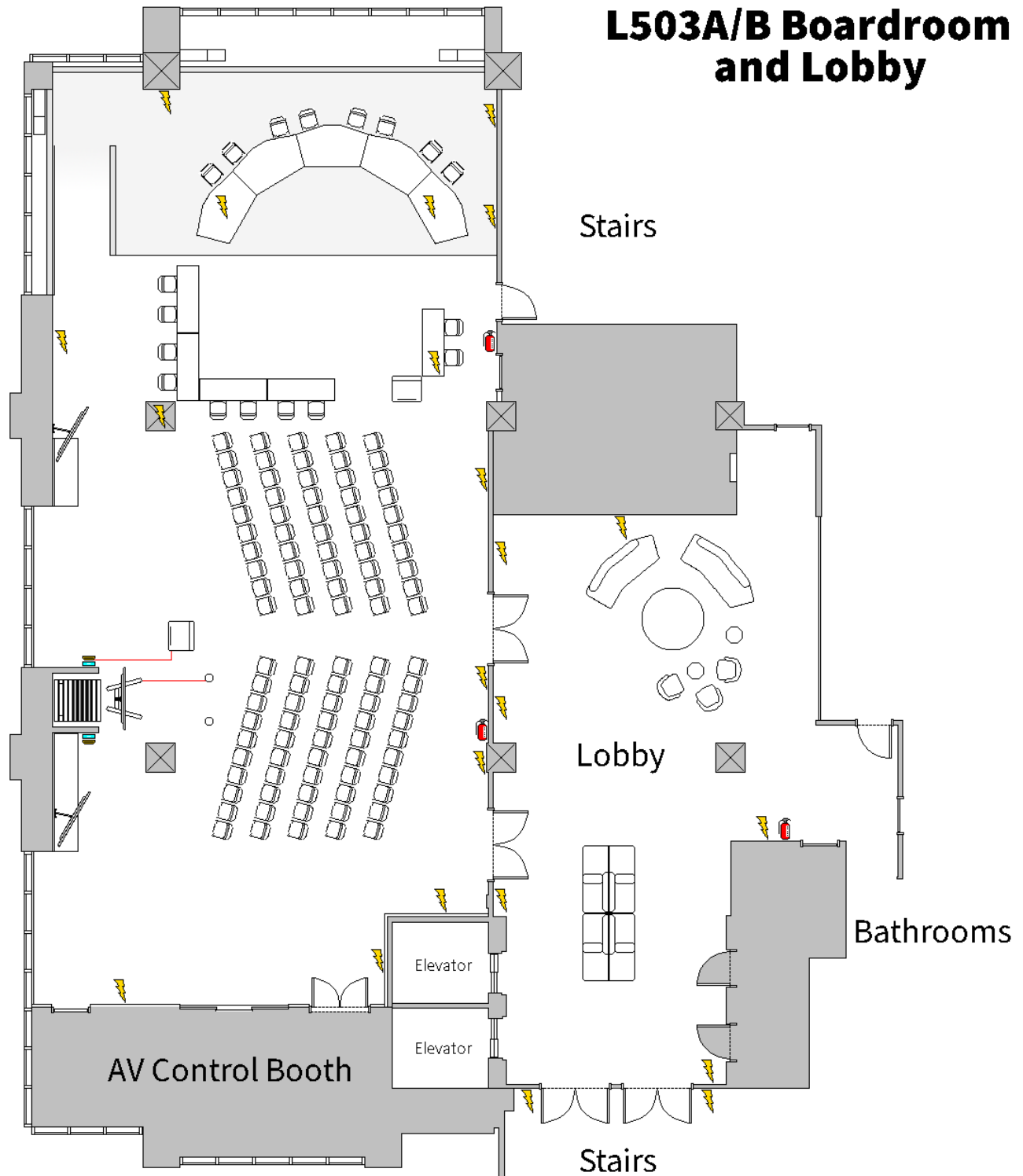
L503A/B Boardroom and Lobby



AV		Facilities	
	Control Panel		6' Table
	HDMI Connection		Chair
	Flat Panel Display		Lectern
	Microphone		Electrical Outlet
	AV Cables		Fire Extinguisher

Example A
Lecture Style facing Dais
(AV screens on left)

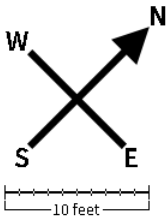
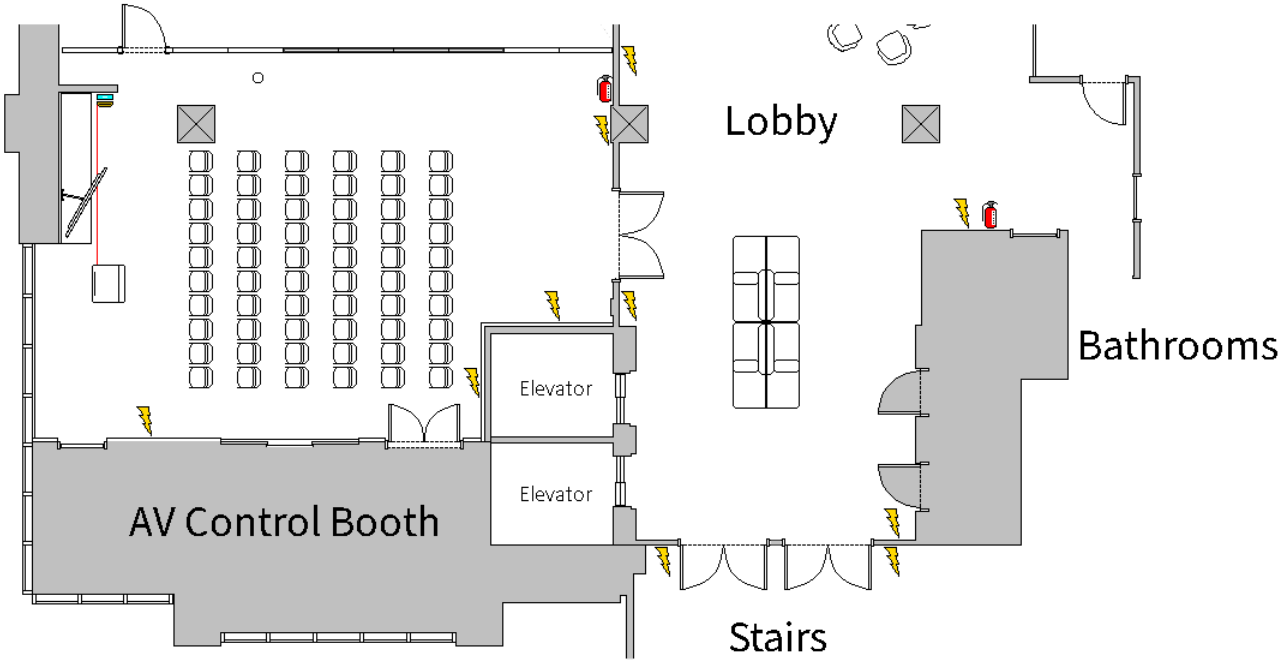
L503A/B Boardroom and Lobby



AV		Facilities	
	Control Panel		6' Table
	HDMI Connection		Chair
	Flat Panel Display		Lectern
	Microphone		Electrical Outlet
	AV Cables		Fire Extinguisher

Example B
Lecture Style facing
three AV displays

L503A

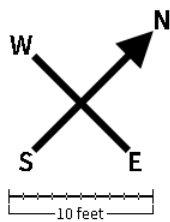
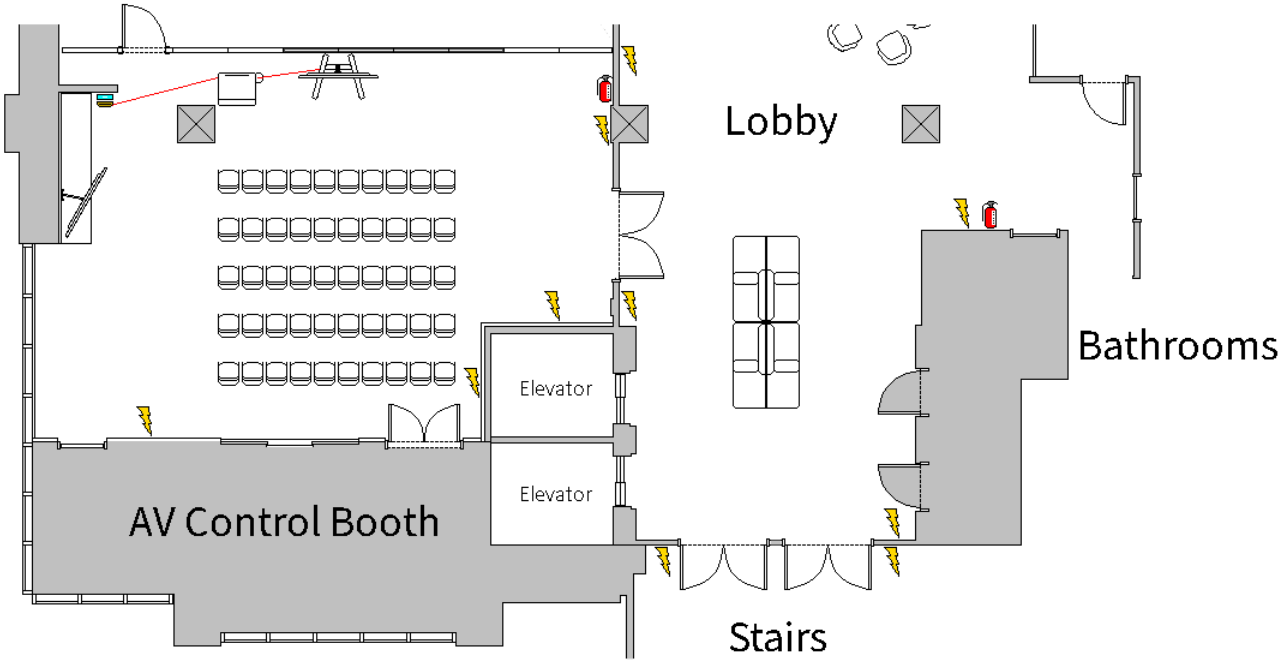


AV		Facilities	
	Control Panel		
	HDMI Connection		
	Flat Panel Display		
	Microphone		
	AV Cables		Electrical Outlet
			Fire Extinguisher

Revised 10/17/2024

Example 1
Lecture Style facing Rose Hills
Seats 60

L503A

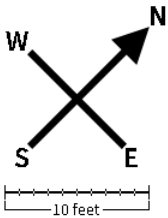
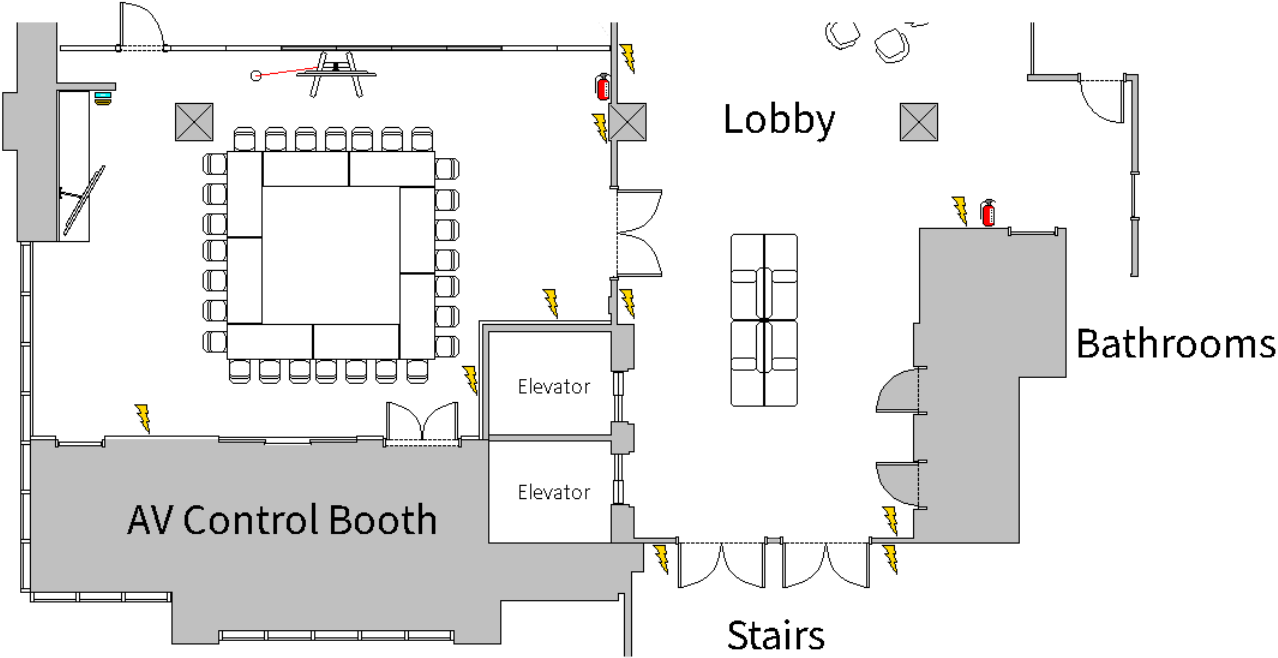


AV		Facilities	
	Control Panel		
	HDMI Connection		
	Flat Panel Display		
	Microphone		Electrical Outlet
	AV Cables		Fire Extinguisher

Revised 10/17/2024

Example 2
Lecture Style facing Workman Mill Road
Seats 50

L503A

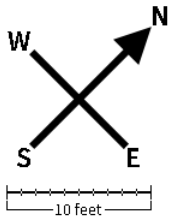
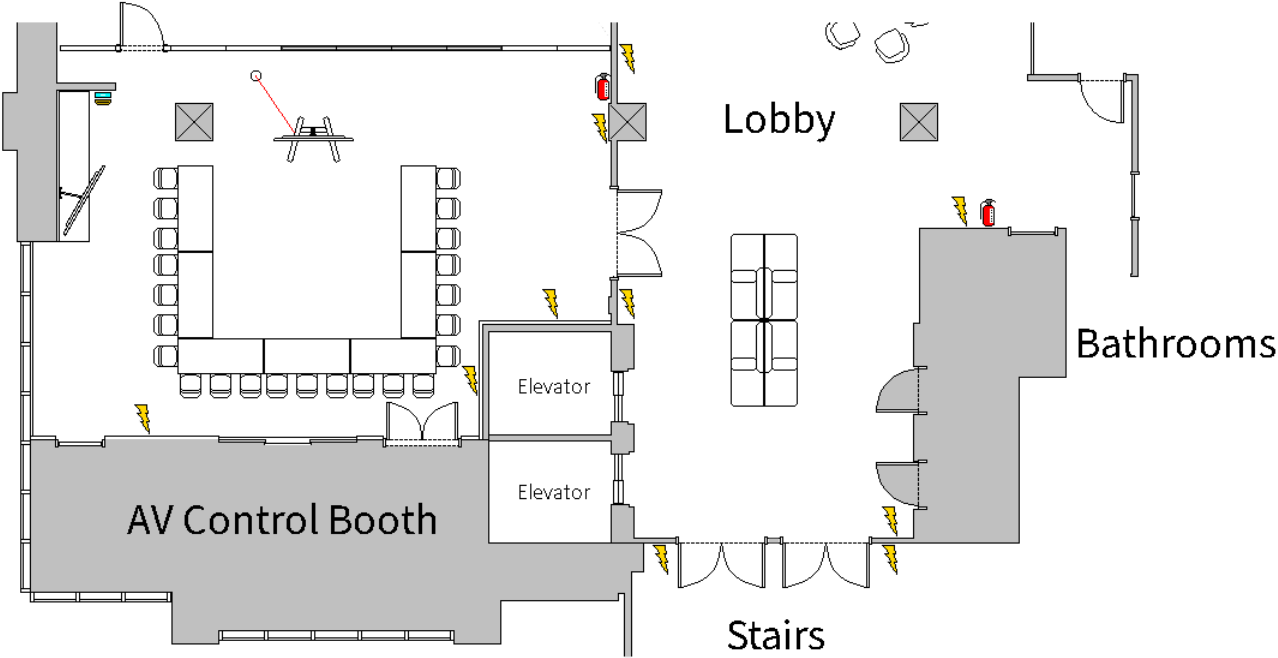


AV		Facilities	
	Control Panel		Chair
	HDMI Connection		Lectern
	Flat Panel Display		Electrical Outlet
	Microphone		Fire Extinguisher
	AV Cables		

Revised 10/17/2024

Example 3
Roundtable
Seats 28

L503A

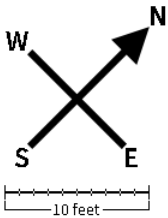
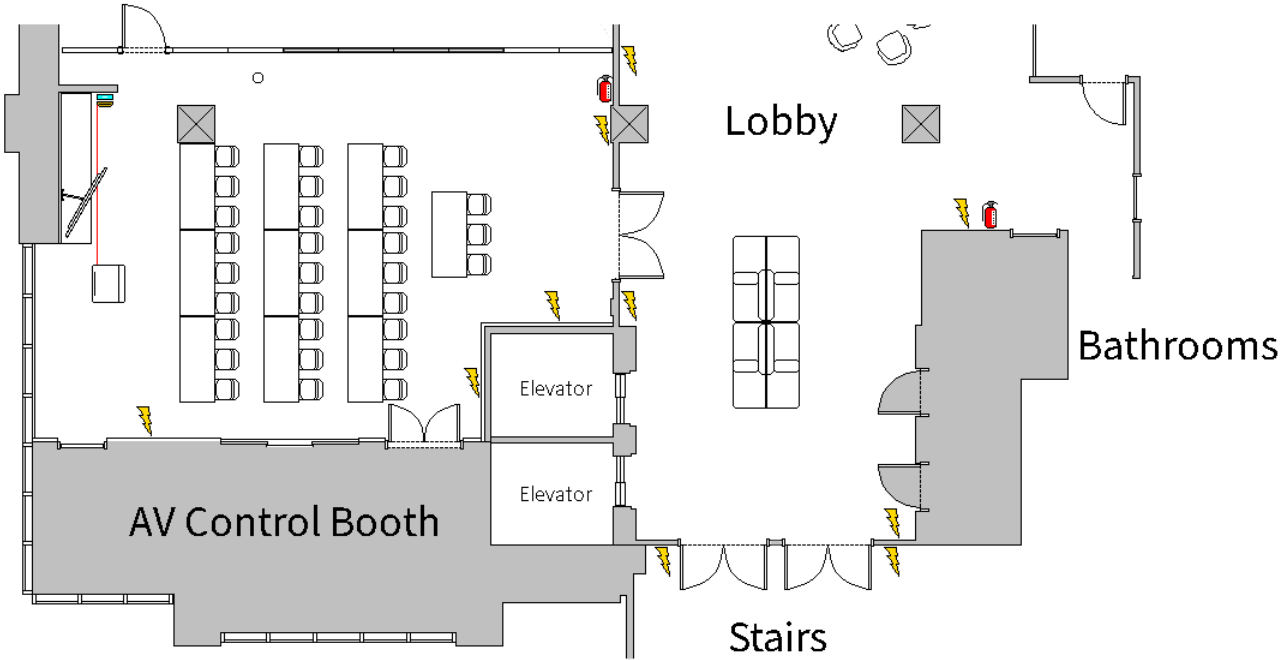


AV		Facilities	
	Control Panel		6' Table
	HDMI Connection		Chair
	Flat Panel Display		Lectern
	Microphone		Electrical Outlet
	AV Cables		Fire Extinguisher

Revised 10/17/2024

Example 4
Roundtable
Seats 23

L503A

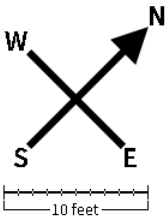
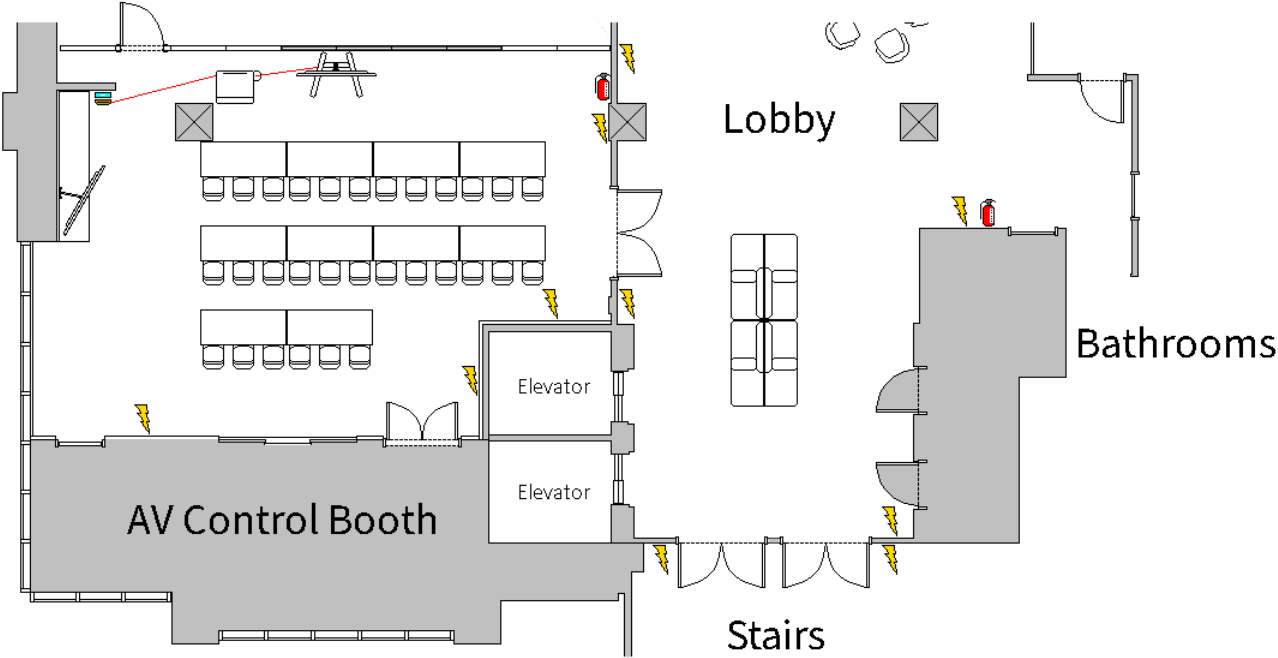












AV		Facilities	
	Control Panel		6' Table
	HDMI Connection		Chair
	Flat Panel Display		Lectern
	Microphone		Electrical Outlet
	AV Cables		Fire Extinguisher

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Example 5
Classroom Style facing Rose Hills
Seats 30

L503A

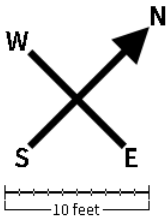
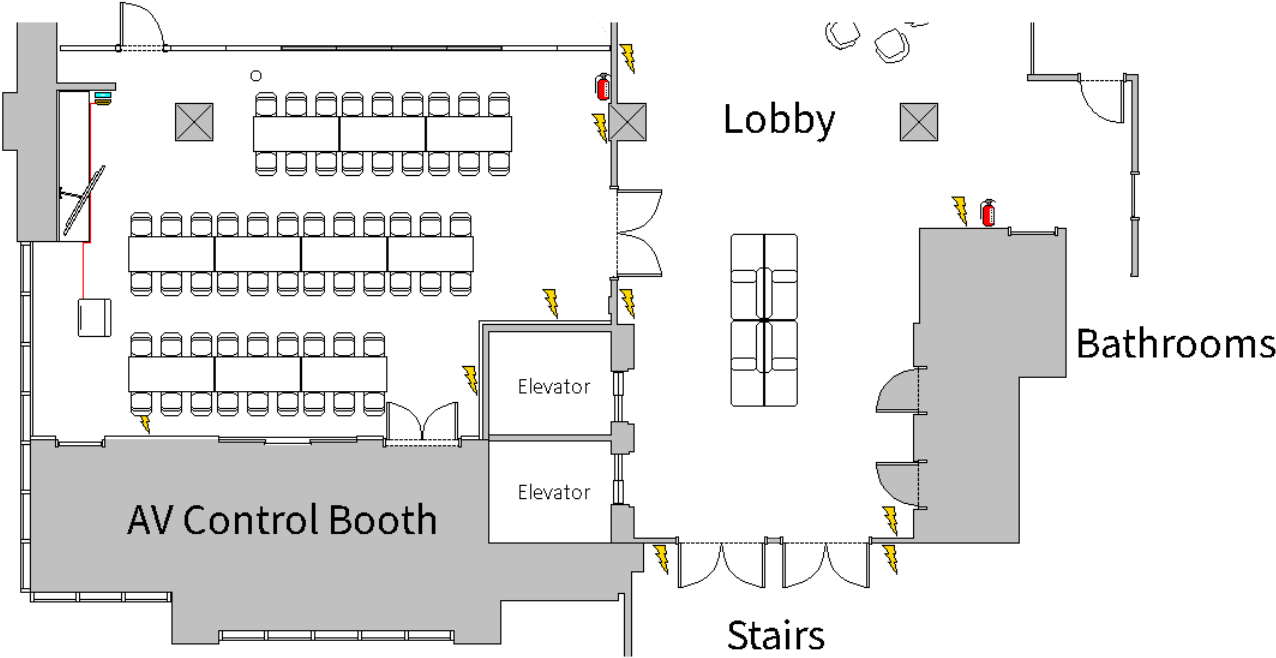


AV		Facilities	
	Control Panel		6' Table
	HDMI Connection		Chair
	Flat Panel Display		Lectern
	Microphone		Electrical Outlet
	AV Cables		Fire Extinguisher

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Example 6
Classroom Style facing Workman Mill Road
Seats 30

L503A

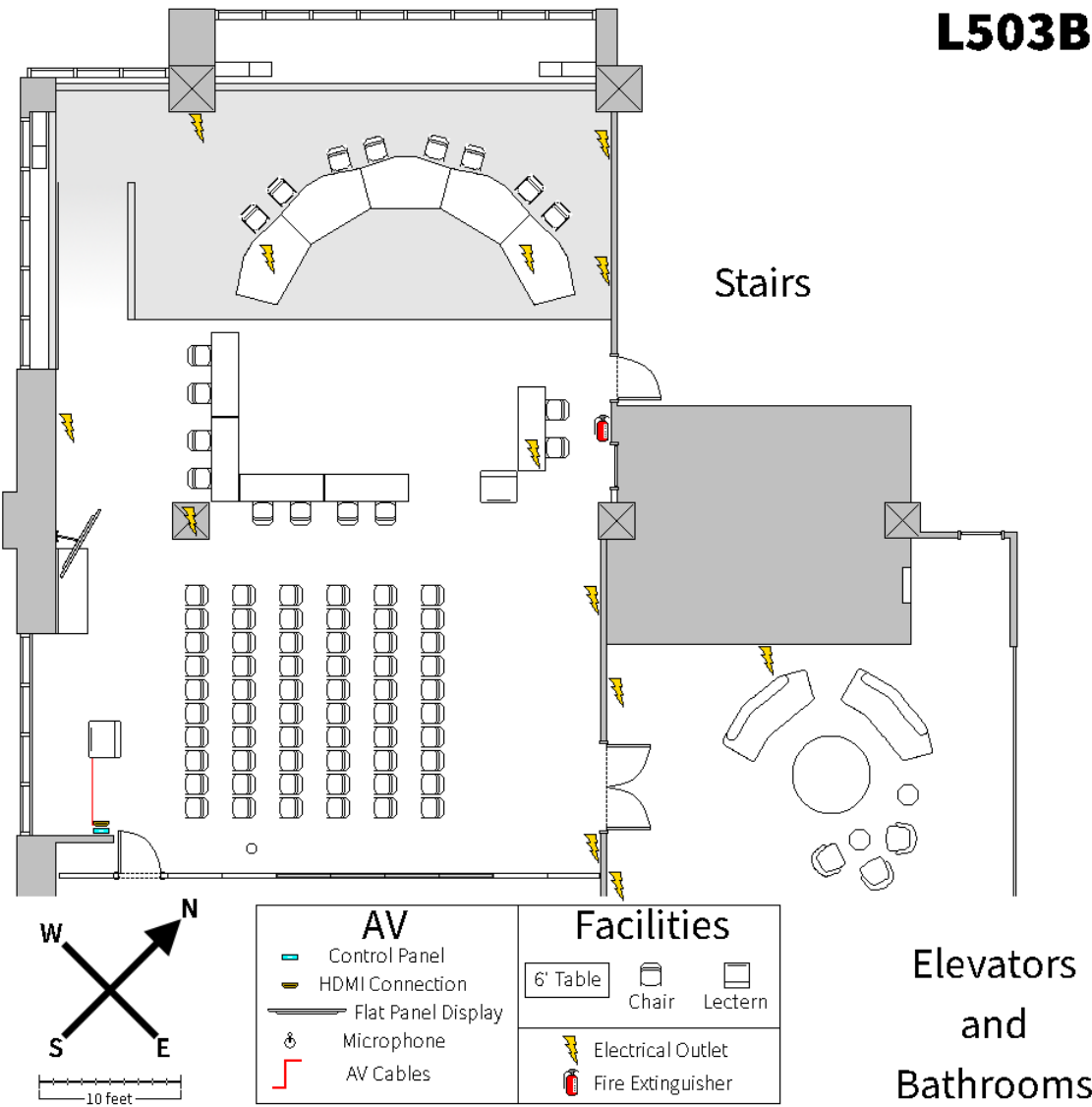


AV		Facilities	
	Control Panel		
	HDMI Connection		
	Flat Panel Display		
	Microphone		Electrical Outlet
	AV Cables		Fire Extinguisher

Revised 10/17/2024

Example 7
Dining Style
Seats 60

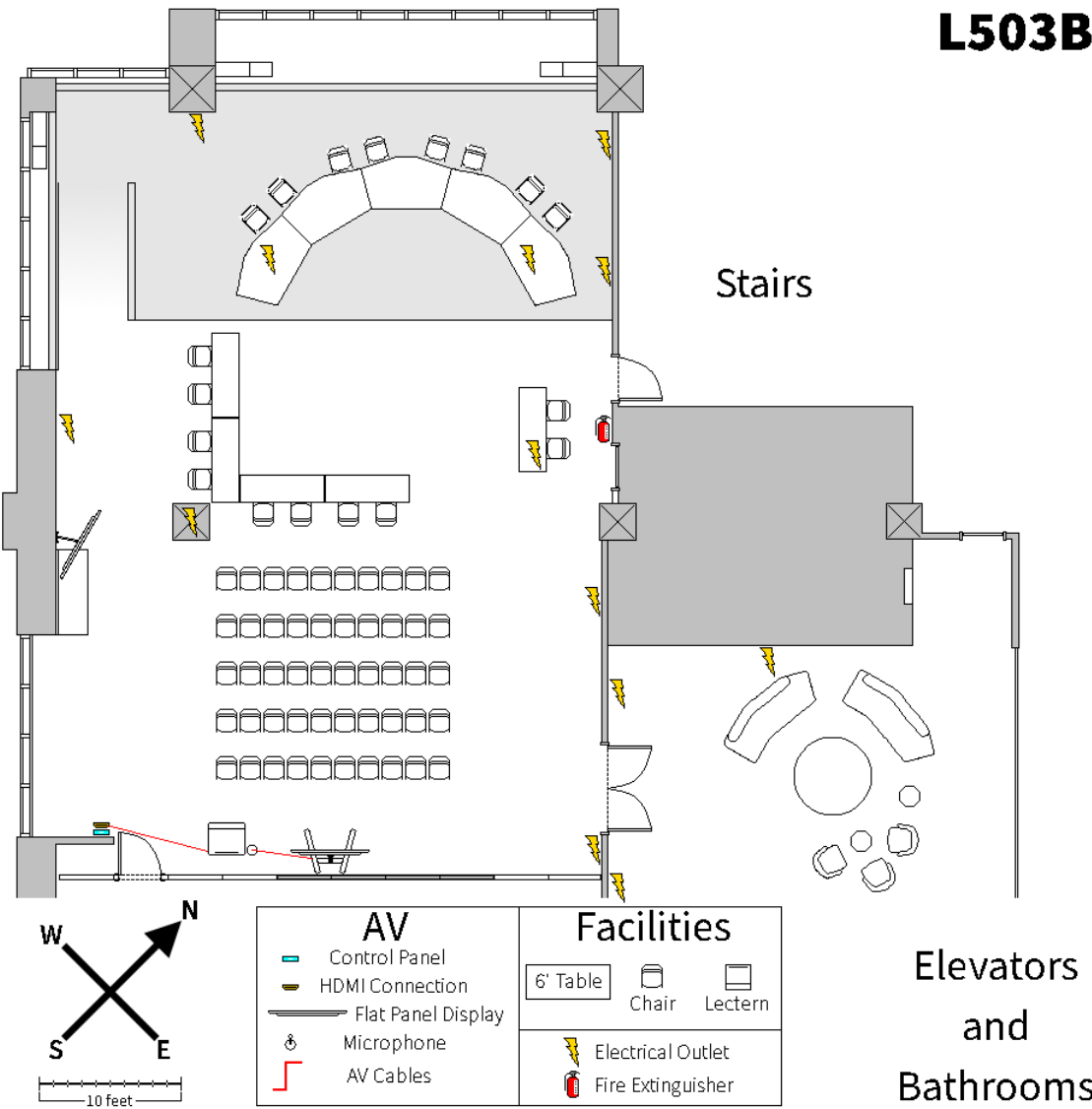
L503B



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Example 1
Lecture Style facing Rose Hills
Seats 60

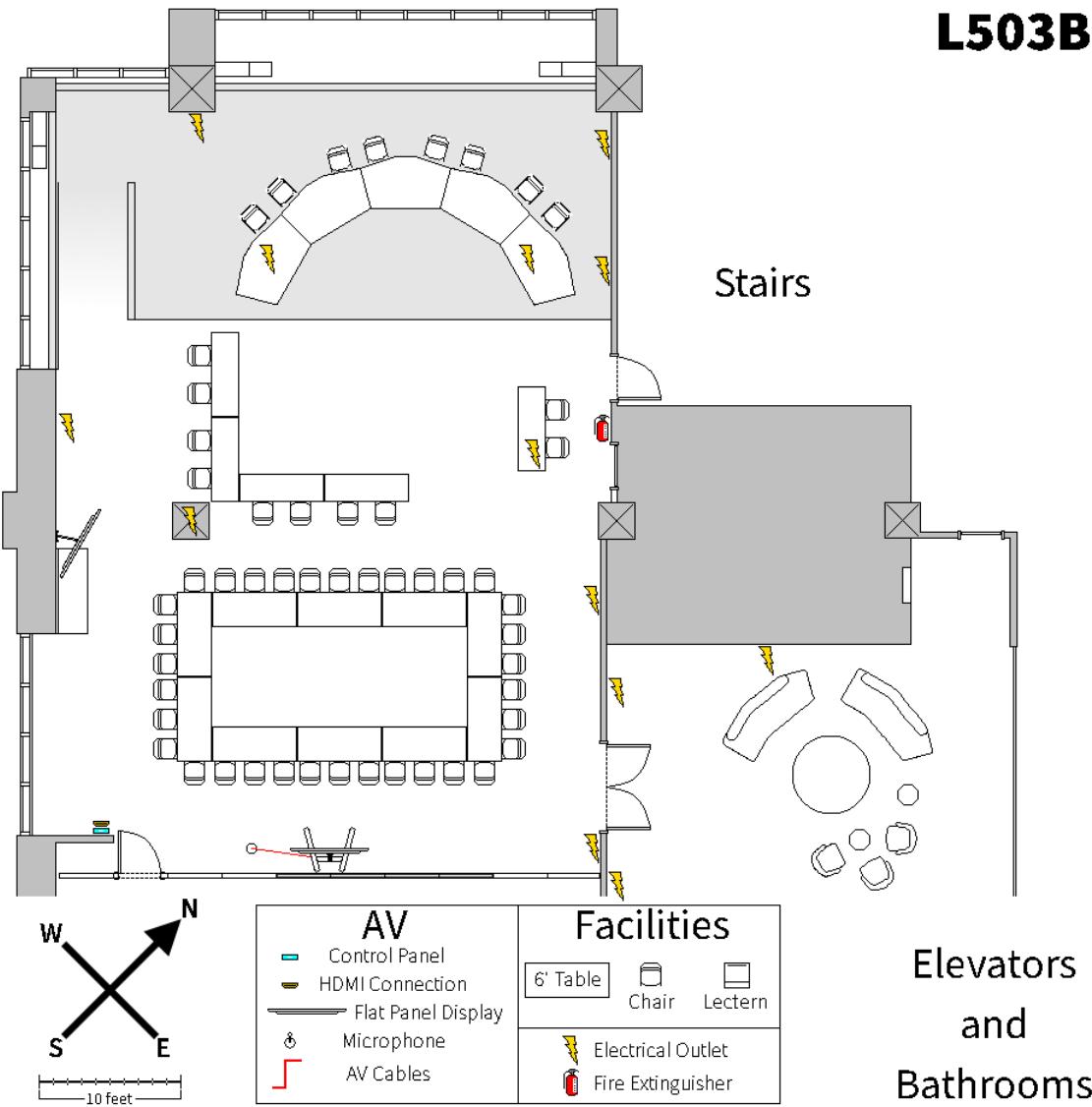
L503B



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Example 2
Lecture Style facing Quad
Seats 50

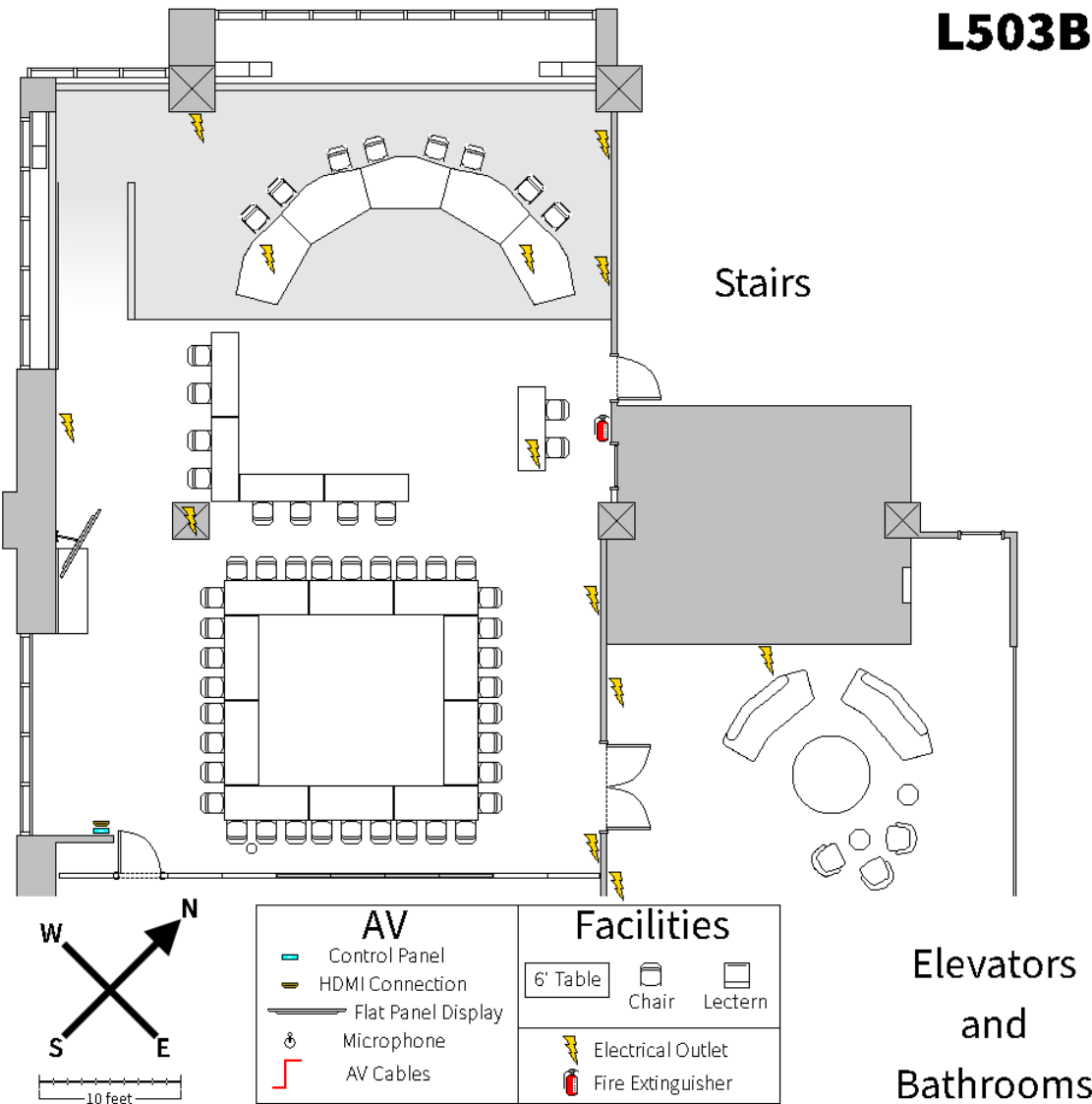
L503B



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Example 3
Long Roundtable
Seats 34
2 Screens for AV

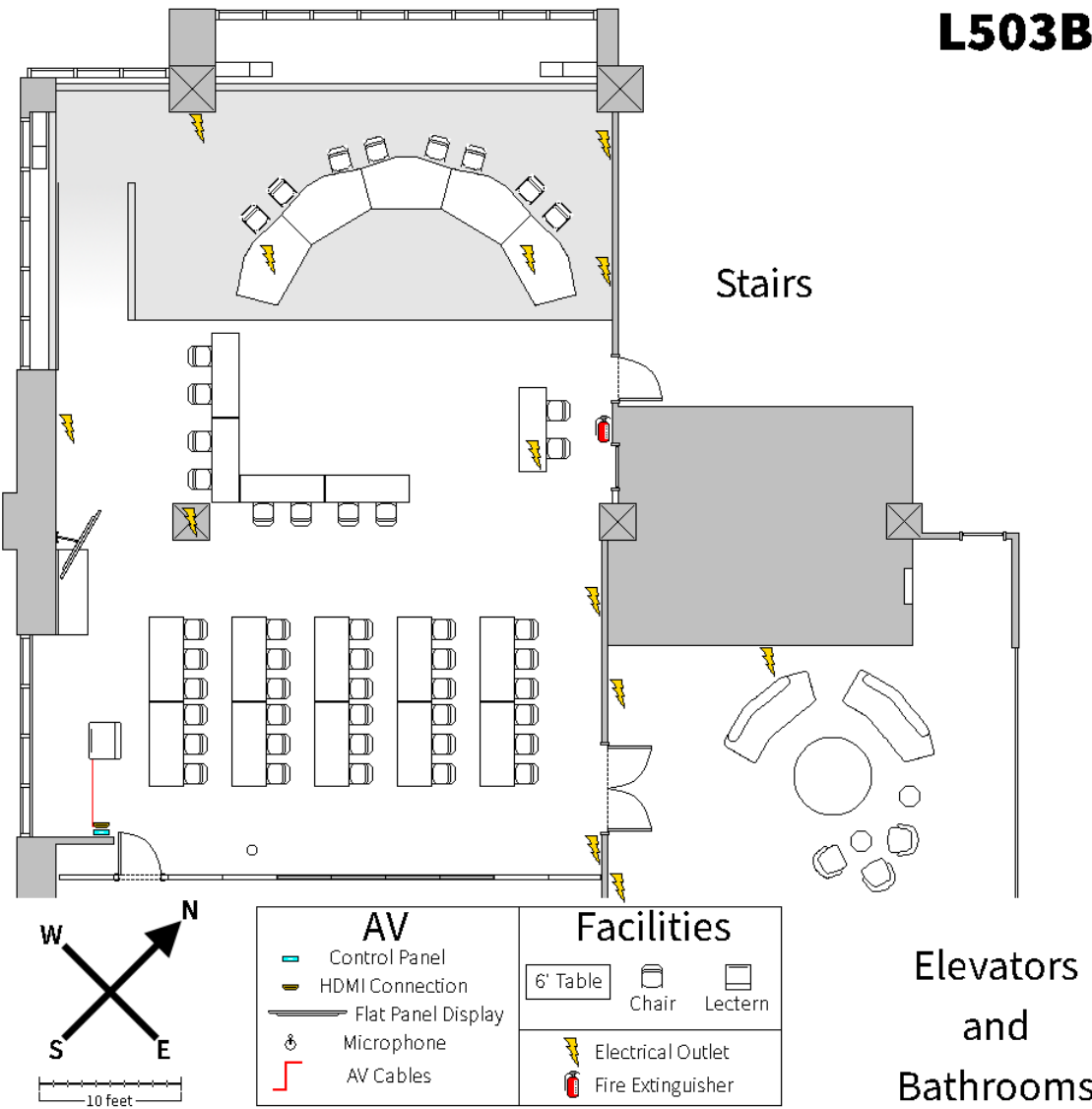
L503B



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Example 4
Square Roundtable
Seats 34
Only 1 Screen for AV

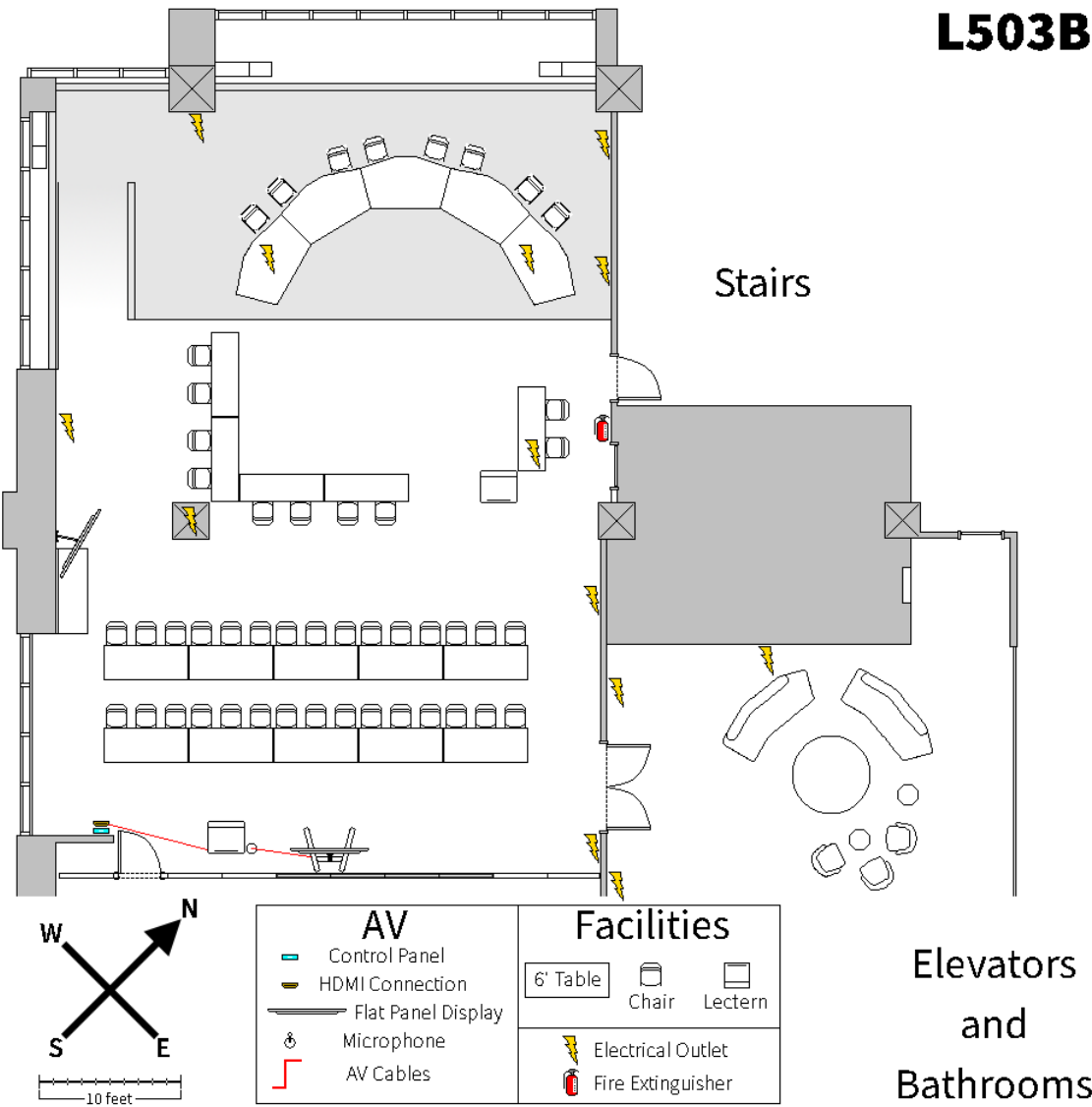
L503B



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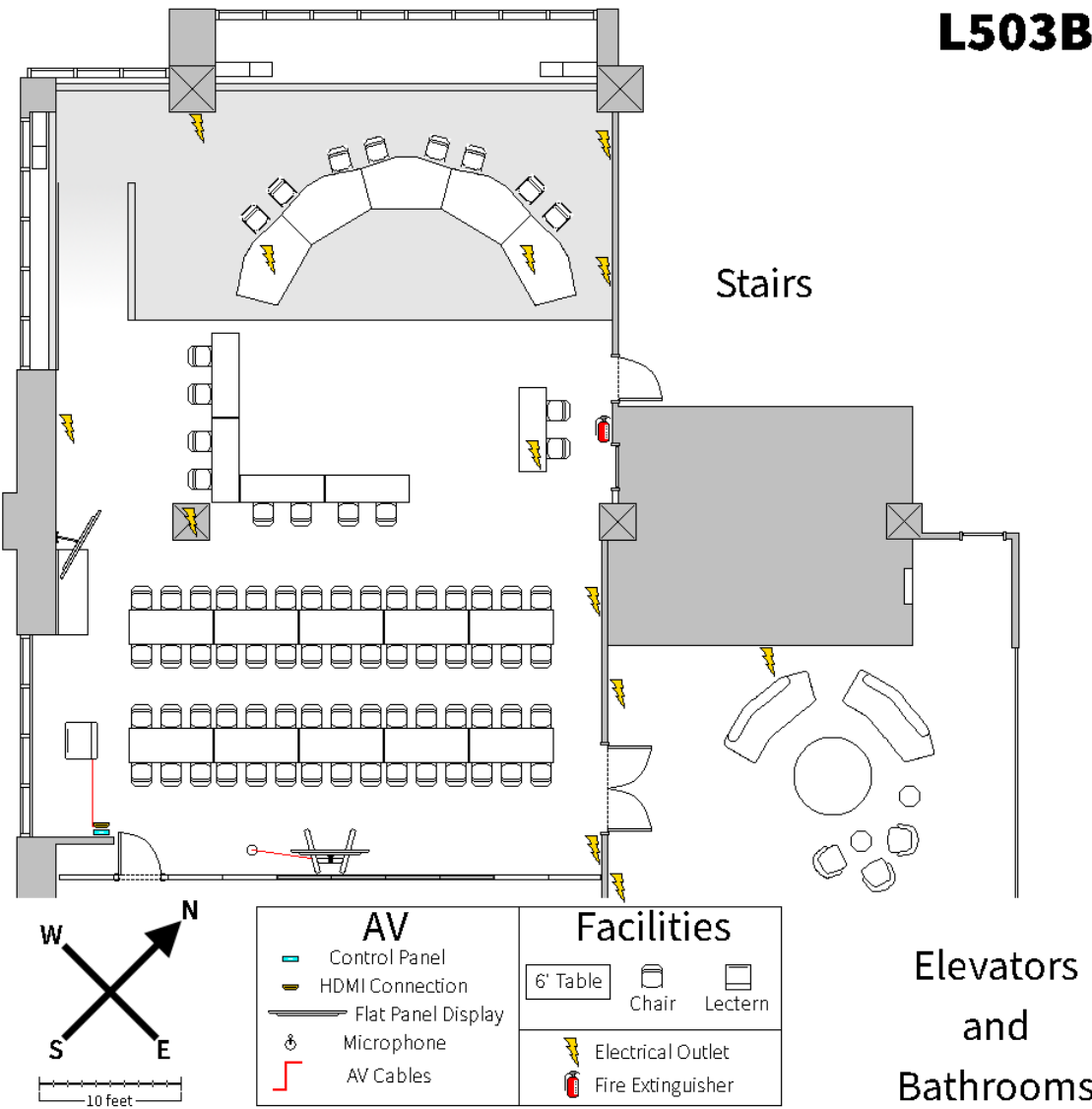
Example 5
Classroom Style facing Rose Hills
Seats 30

L503B



Example 6
Classroom Style facing Quad
Seats 30

L503B



Example 7
Dining Style
Seats 60

