WAYNE STATE UNIVERSITY

Special Event/Overtime Request Form

University Libraries Media Services
Classroom Support
TRC Purdy Library
Phone (313) 577-1980 Fax (313) 577-6777

CONTACT INFORMATION **Date**_____

Name_____

College_____

Department/Program_____

Fax_____ **Phone**_____

(Present at Event/Responsible for Event)
Contact Person _____

Fax_____ **Phone**_____

EVENT INFORMATION

Event Date/Dates_____

_____

Event Location_____

_____

Event Start Time_____ **Event End Time**_____

Event Title_____

If you have any questions regarding the equipment needed for your event, call Media Services for assistance: (313) 577-1980.

EQUIPMENT PRICE LIST

Lecture Hall Equipment Charge	$75.00
Computer Projector	$100.00
Computer	$75.00
Video Projector	$100.00
DVD Player	$25.00
TV/VCR	$20.00
Film Projector 16mm	$15.00
Camcorder / Tripod	$50.00
Visual Presenter	$25.00
Slide Projector	$10.00
Over Head	$5.00
Laser Disk/CD Player	$25.00
CD / Tape Deck	$10.00
Audio Tape Deck (Marantz)	$10.00
Record Player w/speakers	$10.00
Microphone (Wired)	$10.00
Microphone (Wireless)	$35.00
Microphone Stand Desk/Floor	$2.00
Microphone & Tape C120, C90, C60	$15.00
PA System #1 (Lectetnette)	$25.00
PA System #2 (Anchor)	$50.00
PA System #3 (Gig rig)	$100.00
Screen 6" / 8"	$10.00
Flip Chart (w/out pad)	$10.00
Flip Chart Pad (Pad Only)	$30.00
Easel	$5.00
Laser Pointer	$10.00
Duplications / VHS Tape	$10.00
Satellite Downlink	$100.00
Labor per hour	$50.00

EQUIPMENT NEEDED

A/V EQUIPMENT	Quantity	Unit Cost	Total
LABOR ····→			

BILLING INFORMATION

DEPARTMENT ACCOUNT ☐

Account #_____ **IRB#**_____

PERSONAL PAYMENT ☐

Check ☐ **Cash** ☐

Billing Address:

COMMENTS_____

_____

_____

_____

_____

Media Service Office Use ONLY:

Event #_____

Technician Assigned:_____

Event Charges:

Equipment Total:_____

Labor Total:_____

Event Overall Total:

DIRECT ANY QUESTIONS OR CONCERNS TO CLASSROOM SUPPORT AT 577-1980 OR 577-1983
RETURN FORM TO MEDIA SERVICES CLASSROOM SUPPORT: 151 PURDY/KRESGE LIBRARY