

**Office of Student Activities
Technical Equipment Request Form**

All requests must be made two weeks prior to the event date to guarantee possible services.

Contact information

Sponsoring Organization _____

Contact Person _____ Phone Number _____

Email Address _____

Event Information

Event Date _____ Start Time _____ Event Length _____

Event Location _____

Event Type

Concert Comedian Party/Dance party Guest speaker Outdoor Movie

Other _____

If there are any other requests that you may have, please list them here (not all request can be met but we will do our best) _____

Please also supply a copy of the rider if one is available (a rider **MUST** be supplied for all concerts) A rider is a list of technical requirement supplied by the band, and is usually found in the contract.

For OSA use ONLY

Load in time _____ Sound Check _____

Load in tech _____ Run Tech _____ Strike Tech _____

Special Event Notes _____

Please return to Ed Hoegg, Office of Student Activities in the Student Center. You will be contacted within two business days of the form being received.