

Current Date



USG A/V Services Meeting Request

UNDERGRADUATE STUDENT GOVERNMENT
Student Activities Center, Suite 202
Stony Brook, NY 11794-2800
(631) 632-6460 | Fax (631) 632-6834

USG AUDIO VISUAL **JOB NO.** _____
MEETING REQUEST FORM
(Please fill out a separate request for each event)

Date of Week:	<input type="text"/>	Location:	<input type="text"/>	Event Coordinator:	<input type="text"/>
Date of Event:	<input type="text"/>	Rain Location:	<input type="text"/>	Address:	<input type="text"/>
Type of Event:	<input type="text"/>	Estimated Audience Size:	<input type="text"/>	Phone Number:	<input type="text"/>
Event Time:	<input type="text"/> to <input type="text"/>	USG Group?	<input type="text"/>	Fax Number:	<input type="text"/>
Time Equipment must be ready:	<input type="text"/>	Sponsoring Club/Organization:	<input type="text"/>		
Time Event should be completed:	<input type="text"/>	Billing Club/Organization:	<input type="text"/>		
		<i>(if different from above)</i>			

- o Please have area reserved at least one hour or more as required before the equipment is to be ready. Please note that additional time may be required. Your event coordinator should meet with the operator(s) at this time to explain any details of event and/or setup to sound engineer.
- o Reservations are made on a first-come, first-served basis, according to availability of equipment.
- o Reservation may be cancelled prior to the event during posted office hours, or through a phone confirmation with the Operations Manager of USG Audio Visual at no charge except for special equipment rentals.
- o Unannounced cancellations or cancellations during equipment set-up will be billed in the standard manner.
- o USG Audio Visual reserves the right to refuse or cancel any reservations due to equipment failure, unavailability of staff or equipment, or other technical reasons beyond our control.
- o In event of rain, an outdoor event may be cancelled by USG Audio Visual on the day of the event, unless USG Audio Visual is notified at least one business day in advance of an alternate indoor location.
- o All events that are not held in the Stony Brook Union are subject to the rental of a truck and/or van, to ensure the proper transportation of our equipment, unless specified by the Operation Manager.
- o A late charge may be applied for events that are not reserved three business days in advance by contract or confirmation with Operations Manager.

Please note that USG A/V Services Meeting Requests should be submitted within the timelines stated in the Event Confirmation Checklist you recieved from your Program Advisor. Also note that those requests submitted after the given time frame may or may not be honored by the USG A/V Services Coordinator.

Level 1: 8 weeks Level 2: 6 Weeks Level 3: 5 Weeks

Please specify availability for meeting (Dates/Times):

1st Choice:	<input type="text"/>	Time:	<input type="text"/>
2nd Choice:	<input type="text"/>	Time:	<input type="text"/>
3rd Choice:	<input type="text"/>	Time:	<input type="text"/>