

# **Audio Visual Services & Equipment**

Our Conference Service professional audio visual technicians will provide all audio visual service and equipment for your event. Audio Visual Service and Equipment are not included with your room rental.

Final A/V requirements must be provided **NO LATER** than 72 hours prior to the event.

Last minute AV changes (any changes made, including equipment changes) the day of the event may result in additional fees. Some last minute changes may not be able to be accommodated.

All speakers and presenters should arrive 1 hour before the event start time.

Outside Audio Visual equipment is not allowed into the College Center or CIC at Palmer Campus.

<b>PROJECTION EQUIPMENT</b>	
LCD Projector & Screen	<input type="checkbox"/>
Laptop computer	<input type="checkbox"/>

<b>VIDEO EQUIPMENT</b>	
VCR/DVD Player	<input type="checkbox"/>
Video Camera & Operator	<input type="checkbox"/>
Plasma TV	<input type="checkbox"/>

<b>AUDIO EQUIPMENT</b>	
I-Pod/Dinner Music	<input type="checkbox"/>
Handheld/Podium Microphones	<input type="checkbox"/>
Wireless Unobtrusive Microphone	<input type="checkbox"/>
Basic Audio Mixer	<input type="checkbox"/>
CD Player or DVD Player	<input type="checkbox"/>
24 Channel Mixer	<input type="checkbox"/>

<b>ACCESSORIES</b>	
Speaker Phone	<input type="checkbox"/>
TV Cart	<input type="checkbox"/>
Laser Pointer	<input type="checkbox"/>
Extension Cords	<input type="checkbox"/>
Power Blocks/Outlet Strip	<input type="checkbox"/>
Easels	<input type="checkbox"/>

<b>OTHER FEES</b>	
Internet Hookup	<input type="checkbox"/>
AV Technician Fee	<input type="checkbox"/>

Event Coordinator

[Trish.Bryce-Jacobs@TridentTech.edu](mailto:Trish.Bryce-Jacobs@TridentTech.edu)

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