

STUDENT UNIVERSITY PROGRAMMERS EQUIPMENT & TECHNICIAN REQUEST FORM

Invoice #: _____

CONTACT INFO:

Name:	Organization:
Phone:	Email:

EVENT INFO:

Name of Event:	Date:	
Location:	Start Time:	Approx End Time:

***PLEASE NOTE:** The SUP Director of Technical Services may be reached by Email _____, by phone [856-256-4875], or during the Director's office hours, posted in Room 220.

A representative of your organization **MUST** meet with the Director during his or her office hours to discuss the details of the event at least seven (7) days prior to the event. Please contact the Director upon returning this form to set up a meeting time. **NO EVENT** is finalized until the Director meets with a representative of your organization to discuss the event.

The SUP technician(s) will be responsible for the assembly and all operation of equipment. **SUP is not a DJ service and will not provide equipment for use by DJs.** If the event includes an outside DJ, the DJ must bring his or her own equipment. In the case that music is requested, requesting organizations may **provide a device or a shared playlist** from which the technician will use to play music. Damages or losses incurred during any scheduled event shall be rectified in payment or repair by the requesting organization(s).

This request must be accompanied by a signed SGA Departmental Charge form in order for the request to be processed. At the conclusion of the event, SUP will automatically transfer the total cost for the event from the requesting organization's SGA club account. The requesting organization will then receive a statement outlining the charges for their event.

This request must be submitted to the SUP Director of Technical Services **no less than seven (7) days prior to the event** to the scheduled event for basic payment rates. However, if a technician is available to attend an event, the request may be completed up until the day of the event, and subject to a late fee. Below is a chart specifying how an organization will be billed based on the time of notification in relation to the scheduled event. **The paying organization may be subject to additional hours being charged if the event runs over the specified time period. Equipment must be finalized one day prior to the event. Any additional adding/changing equipment day of will result in a \$50 charge. The cost of the equipment will be calculated with the requested organization and the Director of Technical Services based on set tiers for rental of equipment. The Director of Technical Services reserves the right to alter the hourly price of the event depending on the equipment required by the requesting organization.**

Tier 1 Self Sufficient [Price including setup/breakdown]	Tier 2 Basic Technical [Price including setup/breakdown]	Tier 3 Large Technical [Price including setup/breakdown]	Special Equipment [Reserved for select equipment]	*Late Fee [*If submitted fewer than 7 days prior to the event]	*Change Fee [For any changes of the event day of]
\$35 per hour	\$45 per hour	\$55 per hour	\$100 per event	\$75.00	\$50.00

CANCELATIONS: A forty-eight (48) hour notice, prior to the start time of a scheduled event, is required for any cancellation of audio technician and equipment. Failure to comply with this request will result in a two (2) hour fee that will be billed to the requesting organization(s) at the rate defined in the above chart. Cancellations may be made by a signed and dated letter sent by a representative of the requesting organization(s), by phone at (856) 256-4875 or via email at the Technical Director's email address.

NEITHER SUP NOR ITS TECHNICIANS SHALL BE HELD RESPONSIBLE FOR ANY FORM OF COPYRIGHT INFRINGEMENT AT EVENTS WHERE SUP EQUIPMENT IS BEING USED. THE SUP DIRECTOR OF TECHNICAL SERVICES AND ALL QUALIFIED TECHNICIANS HAVE THE RIGHT TO REFUSE SERVICE TO ANY ORGANIZATION FOR ANY REASON THAT HE OR SHE FEELS FIT AT ANY TIME PRIOR TO OR DURING A SCHEDULED EVENT. THE PAYING ORGANIZATION WILL BE BILLED FOR THE TIME SERVICES RENDERED. THE PAYING ORGANIZATION WILL BE BILLED ACCORDING TO THE DATE THIS FORM IS RECEIVED, NOT DATED. MAKE SURE TO SEE AN OFFICE WORKER TO ENSURE THAT THIS FORM IS PLACED IN THE DIRECTOR OF TECHNICAL SERVICES' MAILBOX. EQUIPMENT AVAILABILITY AND PAYMENT RATES ARE SUBJECT TO CHANGE WITHOUT NOTIFICATION. ROWAN UNIVERSITY DOES NOT REQUIRE ANY ORGANIZATION TO USE SUP TECHNICAL EQUIPMENT.

Signature of Contact: _____ Date: _____
 Signature(s) of Advisor(s): _____ Date: _____

FOR OFFICE USE ONLY

Date Received: _____

[Approved /Declined] Reason if declined: _____
 Director of Technical Services' Signature: _____ Date: _____

Tier Breakdown

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Tier 1: Self-Sufficient Equipment

Options include but are not limited to:

- Lycos (White Stage Lights)
- Pipe and Drape
- Bigfoot Speaker (comes with two microphones and an auxiliary port)

Tier 2: Basic Technical Packages

Options include but are not limited to:

- Basic Soundboard setups (comes with microphones, speakers, and options for playing music)
- Stagepas Speaker System
- Movie Night Speaker System (does not include use of projectors or screens)
- Karaoke Machine

Tier 3: Large Technical Packages:

Options include but are not limited to:

- Full Sound Package (features a 32 channel soundboard and an advanced speaker system)
- Advanced Lighting (Stage Lights, Rotational Lighting, LED Lighting)

Special Equipment:

Options include but are not limited to:

- Truss equipment