

## REQUEST FOR BROOKES CHAPEL AUDIO/VISUAL SETUP

Below is contact information for students who are authorized to operate the sound system. Please contact one of them and provide them with this form. The student should be paid \$25 for their services. If you are paying them from a department or organizational budget, you can prepare an extra-pay form and submit it to the Human Resources Department so that a check can be cut for them. The students should be paid either on the day of the event, or as close to the date of the event as possible. **Please also send a copy of this form to Jeanne McDade at [jmcdade@shorter.edu](mailto:jmcdade@shorter.edu).**

Drew Carroll	(706) 266-2003	<a href="mailto:drew.carroll@hawks.shorter.edu">drew.carroll@hawks.shorter.edu</a>
Jeffrey Rice	(706) 266-6728	<a href="mailto:jeffrey.rice@hawks.shorter.edu">jeffrey.rice@hawks.shorter.edu</a>
Ryan Jennings	(770) 656-8824	<a href="mailto:ryan.jennings@hawks.shorter.edu">ryan.jennings@hawks.shorter.edu</a>

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NAME: \_\_\_\_\_ DATE & TIME OF EVENT: \_\_\_\_\_

DEPARTMENT/ORGANIZATION: \_\_\_\_\_

CELL NUMBER: \_\_\_\_\_ EMAIL: \_\_\_\_\_

SET UP NEEDED:

# OF MICROPHONE(S) \_\_\_\_\_ WIRELESS MIC OR STAND: \_\_\_\_\_

PROJECTOR \_\_\_\_\_ DVD \_\_\_\_\_ CD \_\_\_\_\_ FLASH DRIVE: \_\_\_\_\_ IPOD: \_\_\_\_\_

OTHER COMMENTS ON SETUP: \_\_\_\_\_

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