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.

Drew Carroll  (706) 266-2003  drew.carroll@hawks.shorter.edu
Jeffrey Rice  (706) 266-6728  jeffrey.rice@hawks.shorter.edu
Ryan Jennings  (770) 656-8824  ryan.jennings@hawks.shorter.edu

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: ________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________