

CAMPUS CENTER MPR SET-UP SHEET

Email: campuscenter@bard.edu Phone: 758-7099 Fax: 758-7041

Event Title _____ Start/End Time _____ Event Date _____

Contact Person _____ Phone/Fax _____ / _____ Dept. Acct # _____

YES NO Do you only need the room space (i.e. no chairs, sound, tables...) If "Yes", skip rest of form.

B&G / SERVICE MASTER INFORMATION B&G - ext. 7465 / Service Master - ext. 7471

• ROOM SET UP DEADLINE (date/time) _____ ROOM TAKE DOWN DEADLINE (date/time) _____

YES NO

- Folding Tables - If Yes, how many 8' rectangular _____ how many 60" round _____
- Chairs? (If over 150, B&G will require account # for delivery) Total needed _____
- Podium? (Has built in microphone)
- Stage set up? If yes, how many risers (Max of ten 4' x 8' risers) _____
- Stage leg height? 16" or 24"
- Stairs for the stage? (Wheel chair ramp for stage? If yes, please circle)
- Will you need table skirts for speakers/panelists on stage?
- Black skirting around the stage perimeter?
- Will trash cans be needed? _____ How many?
- Will the room shades need to be down for extra darkness?

Please be aware that B&G and/or Service Master may need to charge for set ups. If you have any questions call for clarification.

AUDIO/VISUAL INFORMATION

• SET UP DEADLINE (date/time) _____ TAKE DOWN DEADLINE (date/time) _____

• STAFF ASSIGNED TO JOB: _____ N/A

YES NO

- Is this event being organized by students? If "YES", please answer the follow-up questions below. If "NO", please contact the AV Department directly with your requests <av@bard.edu> or ext. 7524.
- Does this event have LIVE music? If "YES",
Student organized events: Contact person must e-mail the sound crew directly at <soundcrew@bard.edu> for coverage.
Staff organized events: The Office of Student Activities will contact the sound crew. Please include specific details on sound needs in the "set-up notes" section below.

FOLLOW UP AUDIO/VISUAL QUESTIONS FOR STUDENT EVENTS ONLY

• **NOTE: If your event will have projection (overhead, slides, video...) and will take place during the day, be sure to check "yes" on the question about the room shades above in the B&G/Service Master Information.**

- Microphones needed? - How many? _____
- Wireless microphone needed? (Only 1 available)
- Do you want the event recorded? (* Cassette or DAT? * Tapes must be provided by contact person.)
- Do you want the event video taped?
- Will you need a video projector?
- Will you need slide projectors? If Yes, how many _____
- Will you need an overhead projector? Contact person provides transparencies.
- Will you need a flip chart/white board?
- Will you need a laser pointer?
- Will you require any special lighting? If Yes, please plan on meeting with Campus Center Director to discuss details.

Office Use Only

SET UP SHEET FAXED TO:

Set Up Notes:

	fax date
B&G	_____
Service Master	_____
Catering	_____
Sound Crew	_____
AV Department	_____
Contact Person	_____

Catering Information - ext. 7346 or ext. 7533

EVENT TITLE:

DATE:

- All catering requests need to be made directly with the catering office (ext. 7346) by contact person. Please have your account number ready when making requests.
- **The Campus Center Office will help arrange AV coverage for student events only. PLEASE NOTE** - Final confirmation of sound and AV coverage for student events should be made by the student contact person to ensure accuracy.
- **The Campus Center WILL NOT arrange AV setups for faculty and staff (projectors, microphones for speakers, etc.).** This form should be used to list your needs and will be faxed for you to the AV department. Faculty/Staff should follow up directly with AV to confirm details.
- The Campus Center **WILL** arrange staffing coverage for **ANY** event requiring **live sound for staff or faculty.**
- **PLAN AHEAD.** Please take some time to be sure you have all the little, easy to forget, details in place. The Campus Center Office is not able to help with last minute audio visual setups, sign making, panelist name signs, photocopying, printing out of computer files, etc.

General Information:

- Room dimensions- 59'8" x 37'8"
- Maximum capacity - 298 w/o chairs
- Seating capacity -Approx. 175 depending on set up.
 - Max 15 **round tables** with 10 folding chairs (150) or 8 building chairs (120)
 - Chairs only: 175 podium only; no stage or food tables

Miscellaneous Information:

- Screen size - 20'4" diagonal
- Theatrical Lighting -
- 16 Par cans, 6 Leiko, 1 mirror ball and spot lights
- Even with the roll down shades, this room is not able to be completely dark. If you need it very dark, you should either schedule your event in the evening, use the Weis Theater (capacity of 100), or the Olin Auditorium (capacity 385).
- If you would like name placards made for speakers, you can contact Dutchess Signs at 758-0707 (Plan on \$4 to \$8 per sign depending on size.)

OTHER SET UP NOTES

