

Audiovisual Equipment Request Form

Use this **audiovisual equipment request form** sample to streamline the process of securing necessary AV gear for your events. It ensures all technical needs are accurately captured, facilitating smooth event execution. Customize the form to fit various event types and equipment specifications.

Event Details

Event Name

Organizer/Contact Person

Contact Email

Contact Phone

Event Date

Start Time

End Time

Event Location/Venue

Equipment Requested

- ☐ Projector
- ☐ Screen
- ☐ Microphone - Handheld
- ☐ Microphone - Lapel
- ☐ Speakers
- ☐ Sound Mixer
- ☐ Laptop
- ☐ Clicker/Remote
- ☐ Video Conferencing Setup
- ☐ Other (please specify below)

If "Other," please specify:

Setup and Support Requirements

Preferred Setup Time

Technical Support Needed?

Yes

Additional Details or Instructions

Submit Request

