



HEALTH SCIENCES
DIVISION

OFF-HOURS A/V TECHNICAL SUPPORT REQUEST FORM

Audio/Visual support is available outside of our normal business hours of Monday-Friday 8:30am-5:00pm for a fee of \$50.00 per 1/2 hr. Weekday support is available either side of the start and end time of the business day at the above rate. Weekend support is available for \$100.00/hr. with a 3-hour minimum. Equipment set-up and break-down time is included in the time charged. All time is rounded **up** in 30-minute increments. The AV Tech will **ONLY** be responsible for duties outlined on this form. All requests must be submitted using this form and faxed to Educational Technologies at 708-216-8679 or emailed to EdTechSupport@luc.edu **at least 4 weeks** in advance of the event.

This form is to request on-site A/V support only. All room reservations must be scheduled through the Room Scheduler system.

Date: _____

Department Name: _____

Department Contact: _____

Contact Phone: _____

Event Date: _____

Event Start/End Time: _____

Event Location: _____

A/V Support Requested: _____

Accounting Unit: _____ Account: _____

Additional Information: _____

Dept. Head Approval Signature: _____

Dept. Head Name and Title (please print): _____