

ASWC Sound and Lights Equipment Request Form

IMPORTANT:

- 1 If the equipment request form is not returned to Jessie Runnoe 72 hours in advance you will NOT receive equipment—NO EXCEPTIONS
- 2 If the equipment request form is not returned to Jessie Runnoe one week in advance, there will be a late charge fee. (\$50 for ASWC funded groups, \$60 for non-ASWC funded)
- 3 Priority for equipment is on a first-come first-served basis.
- 4 Sponsoring group is responsible for lost or damaged equipment before, during, and after the event in absence of sound crew.
- 5 Cancellations made within 12 hours of event will be billed in full, unless cancellation is due to weather. Bad weather announcements must be made at least three hours prior to the event.
- 6 Return this form to Jessie Runnoe in the ASWC office in the sound and light turn in box, or through campus mail.

Name of Event: _____

Group Sponsoring Event: _____

Contact Person: _____ Phone: _____ Email: _____

Second Contact (optional): _____ Phone: _____ Email: _____

Date and Time of Event: _____ Time Finished: _____

Time Equipment Should Be Set Up By: _____

Location of Event: _____

Back up Rain Location: _____

Describe The Event (If there is a band, you must include a stage plot and a technical rider from the band, regarding the number of members, instrumentation, and special equipment requests) Be clear about special requests. Keep in mind that we use this information to determine the equipment you receive. If the event requires a sound or light board operator, please contact Jessie Runnoe to discuss the details.

Billing will be done through the ASWC office at the beginning of each month. If the balance is not paid within one month of receipt of statement, sponsoring group will be charged an additional \$10 per week until bill is paid. This is a non-negotiable fee. In addition, groups with outstanding balances for more than one month will not be eligible to receive ASWC sound and lights equipment and services until the balance has been paid.

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As Contact for this event, my signature indicates that I have read and fully understand the terms and policies regarding equipment and billing laid out in this contract.

Signature: _____ Date: _____

If you have any questions, please feel free to contact Jessie Runnoe or Richard Sackett

Jessie Runnoe
Richard Sackett

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