



University System of Georgia

# Atlanta Metropolitan College

## Request for Campus Event

*This event request form should be completed and returned to the Vice President of the unit making the request, no later than ten (10) working days prior to the date of the event. (Please type or print)*

**Please select the room(s)/area requested:**

Conference Room A  Conference Room B  Academic Bldg. 210  Gymnasium  Outside Patio

Small Classroom  Medium Classroom  Large Classroom  Other \_\_\_\_\_

Contact Name: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Address: \_\_\_\_\_

Unit Name: \_\_\_\_\_ Title of the Event \_\_\_\_\_

Description of the Event \_\_\_\_\_  
\_\_\_\_\_

Date of Event: \_\_\_\_\_ "Actual" Start Time: \_\_\_\_\_ "Actual" End Time \_\_\_\_\_

College Catering? Yes  No  Number of People Attending: \_\_\_\_\_  
(Groups may NOT bring in their own food unless written approval is obtained from AMC College Cafeteria)

**Equipment/Service Requested: (Please see the Audio/Visual form, below, for additional options)**

Round Tables #: \_\_\_\_\_ Eight Ft. Tables#: \_\_\_\_\_ Chairs#: \_\_\_\_\_ Tables for Food#: \_\_\_\_\_

Tables for Handouts/Registration# \_\_\_\_\_ Podium W/Microphone: \_\_\_\_\_ Screen: \_\_\_\_\_

LCD Projector: \_\_\_\_\_ Microphone#: \_\_\_\_\_ Lapel Microphones#: \_\_\_\_\_ Stage: \_\_\_\_\_

Other Requests: \_\_\_\_\_

Tables/Chairs setup arrangement: U-Shaped  Round Tables  Theater Style  Classroom/Testing

I do hereby acknowledge that I have read the Atlanta Metropolitan College facilities rental terms and conditions.

Signature : \_\_\_\_\_ Date: \_\_\_\_\_  
Person Requesting the Event/Facilities

Signature: \_\_\_\_\_ Request Approval: Yes  No  Date \_\_\_\_\_  
Unit Vice President

Signature: \_\_\_\_\_ Request Approval: Yes  No  Date \_\_\_\_\_  
Plant Operations Director (only necessary if on-campus facilities are requested)

# Atlanta Metropolitan College

Audio Visual Center

**FORM MUST BE TYPED**

Faculty/Staff     Student    AMCUID \_\_\_\_\_    Instructor \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_ Bldg \_\_\_\_\_ Room No. \_\_\_\_\_

E-mail \_\_\_\_\_ Order Date \_\_\_\_\_ Date needed \_\_\_\_\_

Time from \_\_\_\_\_ Time to \_\_\_\_\_

- |  |  |
|--|--|
| <input type="checkbox"/> Camcorder           | <input type="checkbox"/> LCD Projector                         |
| <input type="checkbox"/> Digital Camera      | <input type="checkbox"/> Document Camera                       |
| <input type="checkbox"/> TV/VCR              | <input type="checkbox"/> Projector Screen                      |
| <input type="checkbox"/> VCR                 | <input type="checkbox"/> DVD                                   |
| <input type="checkbox"/> Wired Microphone    | <input type="checkbox"/> TV/DVD                                |
| <input type="checkbox"/> Wireless Microphone | <input type="checkbox"/> Wireless Presenter                    |
| <input type="checkbox"/> Lapel Microphone    | <input type="checkbox"/> Podium w/mic                          |
| <input type="checkbox"/> LP Player           | <input type="checkbox"/> CD/DVD Duplication (none Copyrighted) |
| <input type="checkbox"/> Cassette Player     | <input type="checkbox"/> VHS to DVD (none Copyrighted)         |
| <input type="checkbox"/> CD Player           | <input type="checkbox"/> PDF Conversion                        |
| <input type="checkbox"/> Overhead Projector  |  |

USB Cable:    Yes    No    Monitor Cable:    Yes    No

Misc/  
Suggestions

- Video Service: Contact Ronald Jones at 404-756-4010 or email: [av@atlm.edu](mailto:av@atlm.edu) two to four weeks before event date
- Photo Shoot: Contact Carolyn Harmon at 404-756-4010 or email: [av@atlm.edu](mailto:av@atlm.edu) two to four weeks before event date
- Lesson customization using Smart Classroom: Contact Ronald Jones at 404-756-4010 or email: [av@atlm.edu](mailto:av@atlm.edu)
- Event Consultation: Contact Ronald Jones at 404-756-4010 or email: [av@atlm.edu](mailto:av@atlm.edu) (AV only)

## 24 hour notice is required

\_\_\_\_\_  
Signed By

I assume full responsibility for the safeguard, care, and return of the above equipment/material.