

AV EQUIPMENT FORM

AV Fee:

**\$10.00 for Spartanburg County Residents
w/ Library Card**
**\$20.00 non Spartanburg County Residents
w/o Library Card**

**To sign out AV equipment, this form plus
payment must be returned 48 hours prior to
date of program. **Any requests made after
the 48 hour policy will result in an addi-
tional \$20.00 late fee.****

Name of Representative _____

Name of Group _____

Phone No. _____

Room _____

Date of Program _____

Set Up Time _____

Program Start Time _____

Program End Time _____

If your meeting is in the Barrett Room check equipment needed below.

PC with projection _____yes _____no

Will you be using a library PC or your own laptop? _____library PC _____personal laptop (PC or Mac?)

Do you need sound with your PC? _____yes _____no

Do you need a remote for a PowerPoint Presentation _____yes _____no

Internet access _____yes _____no

DVD _____yes _____no

VHS _____yes _____no

Microphones

Stand up or table top (4 max) _____enter number needed

Lectern mic (only 1) _____yes _____no

Lapel wireless mic (2 max) _____yes _____no

Piano _____yes _____no

Visualizer (projects any solid image or item) _____yes _____no

Overhead projector (to use with transparencies) _____yes _____no

If your meeting is in the Hoechst Celanese Room or Irwin Conference Room, check equipment needed below.

DVD _____yes _____no

VHS _____yes _____no

PC with projection _____yes _____no

Will you be using a library PC or your own laptop? _____library PC _____personal laptop

Do you need a remote for a PowerPoint Presentation? _____yes _____no

Overhead projector (to use with transparencies) _____yes _____no

The library will not install personal software on library computers. If special software is required for a presentation, please bring your own laptop with the software installed. Due to liability considerations, Library staff may not set up personal equipment such as laptops, projectors, or other devices that do not belong to the Library. The Library recommends scheduling a time to test personal equipment prior to an event to insure compatibility with library systems.

Please call the AV desk at 596-3502 if you have any questions about equipment or software for your presentation.

