



# Electronic Media and Item Reservation Form

Form MUST be submitted TWO WEEKS prior to the event

Club/Organization: \_\_\_\_\_ Date Submitted: \_\_\_\_/\_\_\_\_/\_\_\_\_

Member submitting request: \_\_\_\_\_

NJIT E-Mail: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

Name of Event: \_\_\_\_\_ Date of Event: \_\_\_\_/\_\_\_\_/\_\_\_\_

Room Reserved: \_\_\_\_\_ Time needed: \_\_\_\_\_ to \_\_\_\_\_

## Equipment Needed:

Please check off the items needed

- Rack System-** D.J. style setup; mixer; dual cassette deck and dual CD player with a power amplifier driving up to 4 speakers: including 2 large house speakers. System allows input of up to 3 microphones. The hook-up of any other equipment is PROHIBITED, including turn tables.
- P.A. System-** For events requiring an amplified microphone (public address system), system comes with two speakers and can accommodate up to six microphone/line inputs.
- Projector** – Comes with screen and projector.  
Is audio set-up needed for this event:                    YES                    NO
- Large Outdoor Screen-** To accompany a projector (and audio system if selected), if needed.
- Popcorn Machine-** SAC E-Board Signature Required- X \_\_\_\_\_
- Other:** \_\_\_\_\_

*Unlisted Equipment can be found on the Senate website: Click Committee Tab and then Administration Committee*

**FOR SENATE USE ONLY**

Assigned Operator: \_\_\_\_\_

Hours Worked: \_\_\_\_\_ x \$7.50 = \_\_\_\_\_

Signature-X \_\_\_\_\_

Social Security Number- \_\_\_\_\_