

AV Event Setup Process

1. Organizer of the event calls 398-5521 to give time and location of the event.
2. Ask what the audio/visual equipment is needed.
3. Reserve the equipment for that date.
4. Write up a School Dude for the event.
5. Check the R25 schedule for the room and find a time to set up.
6. The day before of the event get equipment needed organized and ready to go.
7. Set up the event and make sure everything is working.
8. Be at the event 20 minutes before it starts and train how to use the equipment.
9. After the event tear down the equipment.
10. Make sure everything is counted for.
11. Take back to 102G and put everything back in its proper place.
12. Close the School Dude.