

# VPUL TECH RIDER FORM

www.perelmanquad.com

Access Time \_\_\_\_\_ Event Title \_\_\_\_\_

Show Times- (Start/End) \_\_\_\_\_ Event # \_\_\_\_\_

Time A/V should be set by \_\_\_\_\_ Room Reserved \_\_\_\_\_

Date Of Event \_\_\_\_\_

## PLEASE CHECK ONE:

Student       Faculty/Staff       VPUL       Non-Profit       Non-University

## LIGHTING

House Plot     Special Effects     Worklights Only     Follow Spots \_\_\_\_\_

### Brief Lighting Description

\_\_\_\_\_

## AUDIO -Please indicate amount needed

Podium Mic       Wired Handheld- Table     Stand up     Wireless Handheld       Wireless Lavalier (Body Mic)  
# \_\_\_\_\_ # \_\_\_\_\_ # \_\_\_\_\_ # \_\_\_\_\_ # \_\_\_\_\_

Hanging Choir Mic     Floor Mic       CD Player       Cassette Player       PA System  
# \_\_\_\_\_ # \_\_\_\_\_ # \_\_\_\_\_ # \_\_\_\_\_ # \_\_\_\_\_

### Brief Audio Description

\_\_\_\_\_

## GENERAL A/V -Please indicate amount needed

LCD Projector       Slide Projector       Dual Slide Projector       Overhead Projector  
# \_\_\_\_\_ # \_\_\_\_\_ # \_\_\_\_\_ # \_\_\_\_\_

Screen       TV       VCR       DVD Player  
# \_\_\_\_\_ # \_\_\_\_\_ # \_\_\_\_\_ # \_\_\_\_\_

Laptop-  PC     Mac     Wireless Mouse       Laser Pointer  
# \_\_\_\_\_ # \_\_\_\_\_ # \_\_\_\_\_

## MUSICAL EQUIPMENT

Piano       Organ       Music Stands       Dance Floor

### Brief Musical Equipment Description

\_\_\_\_\_

## AUDIO RECORDING -Please indicate how many copies you would like, and which format your prefer

Cassette # \_\_\_\_\_  Digital (CD) # \_\_\_\_\_

## VIDEO RECORDING -Please indicate how many copies you would like, and which format you prefer

VHS # \_\_\_\_\_  Digital (DVD) # \_\_\_\_\_

## WEB STREAMING

Would you like us to stream your event live over the internet, if applicable?  Yes  No

Would you like us to prepare your video and audio content to be posted on the internet at a later date?  Yes  No

What uniform would you prefer for the AV Technicians at your event?  PQ Shirt  Shirt & Tie  Dress Black

Additional Comments:

Thank you! We look forward to working with you. Please direct inquiries regarding this form to the Perelman Quadrangle/VPUL Performing Arts Events Coordinator at 215-898-5552.

OFFICE USE ONLY EP FAXED

**\* The Technical Rider form should be submitted to your PQ Event Planner Only.**