

To request equipment for your event, please completely fill out the order form and either Fax it to us at 368-3408 or email it to us at [mediavision@case.edu](mailto:mediavision@case.edu).

### Contact Information

Order Placed by: \_\_\_\_\_  
Send Bill To: \_\_\_\_\_  
Dept/Organization: \_\_\_\_\_  
Event Name: \_\_\_\_\_

Need Assistance on How to Plan an Event.

Phone: \_\_\_\_\_ Date: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Location (Building): \_\_\_\_\_ Room: \_\_\_\_\_  
LC: \_\_\_\_\_ E-mail: \_\_\_\_\_

### Billing Information

Speed Type: \_\_\_\_\_  
Expense Account: \_\_\_\_\_  
UHHS Account: \_\_\_\_\_

### Event Information

Date of Event: \_\_\_\_\_  
Time: Start of Event: \_\_\_\_\_ End of Event: \_\_\_\_\_  
Location (Building): \_\_\_\_\_ Room: \_\_\_\_\_

Notes / Comments:

### Audio Players/Recorders

<input type="checkbox"/>	CD Player	\$22.00
<input type="checkbox"/>	Recording Rack (Cassette)	\$48.00
<input type="checkbox"/>	Cassette/CD Boombox	\$17.00

### Audio Systems

<input type="checkbox"/>	6 Channel Mixer	\$20.00
<input type="checkbox"/>	16 Channel Mixer	\$46.00
<input type="checkbox"/>	12 Channel Snake	\$38.00
<input type="checkbox"/>	Mini Powered Speaker	\$24.00
<input type="checkbox"/>	25 or Less (Large Powered Spkr)	\$66.00
<input type="checkbox"/>	25 to 50 (100w System)	\$105.00
<input type="checkbox"/>	50 to 100 (200w System)	\$132.00
<input type="checkbox"/>	100+ (200w System + Speakers)	TBD

### Communications

<input type="checkbox"/>	Media Bridge	\$46.00
<input type="checkbox"/>	Analog Conference Phone	\$40.00
<input type="checkbox"/>	Phone Interface (Phone to Sound)	\$85.00
<input type="checkbox"/>	IP Conference Phone	\$66.00

### Computers

<input type="checkbox"/>	Laptop Computer	\$95.00
<input type="checkbox"/>	Computer Wireless Remote	\$20.00

### Lecterns

<input type="checkbox"/>	Pedestal Lectern	\$27.00
<input type="checkbox"/>	Executive Lectern	\$72.00
<input type="checkbox"/>	Clear Lucite Lectern	\$75.00

### Meeting Accessories

<input type="checkbox"/>	Carts	\$13.00
<input type="checkbox"/>	Easels	\$8.00
<input type="checkbox"/>	Flip Charts (1 pad and 1 pen)	\$24.00
<input type="checkbox"/>	Laser Pointer	\$25.00
<input type="checkbox"/>	Pipe and Drape Sections	\$40.00

### Microphones

<input type="checkbox"/>	Handheld, Floor or Lectern	\$20.00
<input type="checkbox"/>	Gooseneck	\$20.00
<input type="checkbox"/>	Wireless Handheld	\$46.00
<input type="checkbox"/>	Wireless Lapel	\$46.00
<input type="checkbox"/>	Portable MiniVox (Tours/Buses)	\$22.00

### Monitors

<input type="checkbox"/>	32" LED Monitor	\$75.00
<input type="checkbox"/>	42" LED Monitor	\$150.00
<input type="checkbox"/>	60" LED Monitor	\$200.00
<input type="checkbox"/>	65" LED Monitor (Vendor Provided)	Call
<input type="checkbox"/>	80" LED Monitor (Vendor Provided)	Call

### Screens

<input type="checkbox"/>	5' Screen	\$11.00
<input type="checkbox"/>	6' Screen	\$13.00
<input type="checkbox"/>	7' Screen	\$20.00
<input type="checkbox"/>	60 x 80" Insta-Theater Screen	\$22.00
<input type="checkbox"/>	7' x 12' Screen (Front or Rear)	\$45.00

### Videoconferencing

<input type="checkbox"/>	Single Unit	\$132.00
--------------------------	-------------	----------

### Video Players

<input type="checkbox"/>	DVD Player	\$30.00
--------------------------	------------	---------

### Video Projectors

<input type="checkbox"/>	Multi Media Projector (2,500 lms)	\$195.00
<input type="checkbox"/>	Multi Media Projector (5,000 lms)	\$265.00
<input type="checkbox"/>	Multi Media Projector (7,000 lms)	\$350.00
<input type="checkbox"/>	VGA Document Camera	\$66.00

### Operator / Technician

<input type="checkbox"/>	Operator
--------------------------	----------

### Productions

<input type="checkbox"/>	Duplication CD / DVD
<input type="checkbox"/>	Webcast / Podcast (LIVE Stream)
<input type="checkbox"/>	Single Camera Production
<input type="checkbox"/>	Multi Camera Production
<input type="checkbox"/>	Encoding

### Production and Event Notes:

## AV Ordering Guidelines:

If the event is scheduled past 4:30 pm, pick-up time is scheduled for the morning of the next business day. Client is responsible for securing all equipment and must contact AV Services, at least 24 hours in advance, with the location of equipment before the delivery can be made. Contact Protective Services at 368-3333, in order to schedule a room to be locked.