



INTERNAL REQUEST FORM

CALIFORNIA STATE UNIVERSITY, LOS ANGELES
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Los Angeles, CA 90032-8636
Phone: (323) 343-2450 Fax (323) 343-2454

TYPE OF REQUEST: Facility/Room Request Equipment Loan

Name: _____ Department: _____

Date of Event*: _____ Title of Event: _____

Event Start Time: _____ Event End Time: _____

Amplified Sound (Maximum two hours) Start: _____ End: _____ Amplified Sound Level: 1 2 3

**If you intend to bring an independent contractor to campus for your event, please submit Schedule B to Executive Director along with their performance contract.*

EVENT LOCATION

**For series events, please attach an additional sheet with complete list of dates.*

- | | | | |
|---|---|---|---|
| <input type="radio"/> Boardroom North 303B | <input type="radio"/> Los Angeles Room 308A | <input type="radio"/> U-SU Plaza Stage | <input type="radio"/> CSI (equipment loan) |
| <input type="radio"/> Boardroom South 303A | <input type="radio"/> Los Angeles Room 308B | <input type="radio"/> U-SU Plaza Stage 1 | <input type="radio"/> CCC (equipment loan) |
| <input type="radio"/> Boardroom North & South | <input type="radio"/> Los Angeles Room 308C | <input type="radio"/> U-SU Plaza Stage 2 | <input type="radio"/> Forest Lounge Patio |
| <input type="radio"/> Alhambra Room 305 | <input type="radio"/> Los Angeles Room 308BC | <input type="radio"/> U-SU Plaza Space # _____ (Up to 8) | <input type="radio"/> Desert Lounge
- Rain Backup Only |
| <input type="radio"/> Pasadena Room 307 | <input type="radio"/> Los Angeles Room 308ABC | <input type="radio"/> U-SU Walkway Space # _____ (Up to 10) | <input type="radio"/> Forest Lounge
- Rain Backup Only |
| <input type="radio"/> Montebello Room 309 | <input type="radio"/> U-SU Theatre 106 | <input type="radio"/> U-SU Plaza (All) | |
| <input type="radio"/> San Gabriel Room 313 | <input type="radio"/> Admin 306 Conference Room | <input type="radio"/> U-SU Walkway (All) | |
| <input type="radio"/> The Pit | <input type="radio"/> U-SU Outdoor All | <input type="radio"/> Plaza West | |
| | | <input type="radio"/> Plaza South | |
| | | <input type="radio"/> Plaza North | |

PREFERRED ROOM SET UP

- | | | |
|--|---------------------------------------|---|
| <input type="radio"/> Theatre Style | <input type="radio"/> Banquet Style | <input type="radio"/> Reception Style |
| <input type="radio"/> Conference Style | <input type="radio"/> Classroom Style | <input type="radio"/> Discussion Circle |
| | | <input type="radio"/> Specialized |

How many off-campus Guests/Speakers/Vendors: _____

EVENT EQUIPMENT (specify quantities, i.e. 2 6" x 18" Exterior Table)

Expected Attendance:

TABLES

- 6" x 18" Exterior Table
- 6" x 30" Exterior Table
- 6" x 18" Interior Table
- 6" x 30" Interior Table
- 60" Round Interior Table
- 66" Round Interior Table
- Cocktail Table (Up to 12 total)
- 30" Tall 42" Tall

CHAIRS (Expected Attendance)

- Exterior Chair (Outdoor only)
- Los Angeles Room Chair (LA Rooms only)
- Meeting Room Chair (Regular Rooms Only)

TABLE COVERS

- Plastic Table Covering
- Black
- Rectangle Linen
- Black Gold
- White
- Round Linen
- Black Gold
- White
- Table Skirts
- Black
- Cocktail Linen
- Black Gold
- White

CANOPIES

- Blue (2 available)
- Red (10 available)

MISC. EQUIPMENT

- United States Flag
- California Flag
- Tensabarriers (4 available)
- Easels (4 available)
- White Board

STAGING

- Dance Floor
- Exterior Riser
- Interior Riser
- Interior Stairs
- Curtain Backdrop

FOOD? Yes No

- UAS
- Food Truck
- On Campus Vendor
- Off Campus Vendor
- Pre packaged

NOTES

Requestor's Signature: _____ Date: _____

UNION PLAZA ONLY

Basic PA II - Select components needed (Comes with MP3 Player)

- Wireless Microphone (1 available)
- Wired Microphone ___ up to 2 available
- i-pod Connection
- Satellite Speaker
- DI Box (Direct Input Box)

Additional Plaza Equipment

- Digital Movie Cart: LCD Projector w/ sound, DVD Player, Movie Screen
- Plaza Podium

MEDIA EQUIPMENT REQUEST FORM

Plaza Concert PA - Select components needed (Comes with CD/MP3 Player)

- Wired Microphone ___ up to 9 available
- On-Stage Monitors ___ up to 2 available
- i-pod Connection
- DI Box (Direct Input Box) ___ up to 2 available
- Bluetooth Audio

MEDIA SERVICES CONFERENCE - THIRD FLOOR MEETING ROOMS

These rooms come with a built-in Audio and Visual System. Please select the components needed for the event.

Multimedia Rooms

Select a room then add accessories

- Board Room North
- Alhambra
- San Gabriel
- Los Angeles A
- Los Angeles B
- Los Angeles C
- Los Angeles ABC
- Los Angeles BC



The Student Union
does not provide Laptops
for any event.

- Screen: A B C Side C
- Screen: B C Side C

Podium Options

If you selected a room on the left, each room comes with a Podium, Projector, and Screen. Select additional items below if needed.

- 3.5mm Jack for Audio Connection
- Podium Microphone
- Wireless Microphone: Hand-held ___ Up to 2
- Wireless Microphone: Lavalier (Clip-mic) ___ Up to 2
- Music Playback: iPod CD
- DVD/VHS Presentation: DVD VHS
- Laser Pointer/Power Point Clicker
- Laptop VGA Adaptors: MAC HDMI USB Type-C

Los Angeles Room Concert PA (For Bands Only)

Wired Microphone ___ up to 7 available

- i-pod Connection
- DI Box (Direct Input Box) -1 available

MEDIA SERVICES A LA CARTE - (Can be added to any reservation. Some might need approval)

Basic PA III - Select components.

- Satellite Speaker DI Box (Direct Input Box)
- Wired Microphone ___ up to 4 available
- i-pod Connection

Basic PA I - Select components.

- Satellite Speaker
- Wired Mic ___ up to 2 available
- i-pod Connection

- 16mm Film Projector Portable Projection Screen Conference Phone Table Mic Stand
- 35mm Slide Projector Electronic Piano Handheld Horn Additional Mic Stand
- Overhead Projector (transparencies) Upright Piano CD Player Music Stand

NON-SMART ROOMS

These rooms come with a Media Cart. Please select Room and individual items as needed for the event.

- Board Room South
- Pasadena
- Montebello
- El Monte

Media Cart Options

- LCD Projector FM Radio
- Sound Connection Bluetooth Audio
- MP3 Playback

Accessories

- Non-Amplified Podium
- Laser Pointer/Power Point Clicker
- Laptop VGA Adaptors: MAC HDMI USB Type-C

MEDIA SERVICES THEATER - U-SU THEATER PACKAGES

- Basic Sound - CD/Mp3 player with 1 Wireless Mic Podium Bluetooth Audio
- Full Sound - CD/Mp3 player Wireless Mics ___ 5 available DI Box ___ 2 available Bluetooth Audio
- HD Cinema - Projector, Blu-Ray, THX, DVD/VHS player 2 Wireless Mics Computer/Sound Connection Bluetooth Audio
- Presentation - Projector, Computer/Sound connection, Podium 3 Wireless Mics Blu-Ray or DVD/VHS Player Bluetooth Audio
- Discussion Panel - Podium with Microphone, & 5 Table top Wireless Mics Projector w/ computer sound connection Bluetooth Audio
- Basic Stage Lighting Stage Wash Follow spot (Requires tech @ hourly rate)
- Full Stage Lighting - Stage Wash, Side Light, Down Wash, LED, & Cyc Wash
- Laptop VGA Adaptors: MAC HDMI USB Type-C