



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- _____