

**STUDIO USE ONLY**  
 APPROVED  
 DENIED

Recording and Distance Learning Department  
Myers Recording Studio

**AUDIO SUPPORT REQUEST FORM**  
**GREENFIELD HALL**  
**2009-2010**

**\*For Faculty and Staff Use Only**

This form must be filled out and approved by  
Myers Recording Studio at least 4 weeks before event.

Invoice # \_\_\_\_\_

Today's date \_\_\_\_\_

Dept. contact for event \_\_\_\_\_ Dept. extension \_\_\_\_\_

Name/type of event \_\_\_\_\_

Date of event \_\_\_\_\_ Time of event \_\_\_\_\_

Time of expected sound check \_\_\_\_\_

Number of performers and/or lecturers expected \_\_\_\_\_

Please describe in the area below, any audio equipment and/or audio technical support that is requested for this event. You will receive a follow-up call from Myers Recording Studio after you have submitted this form to confirm whether or not your request can be honored. **Myers Recording Studio reserves the right to deny audio requests due to previously scheduled events and/or lack of studio and personnel availability.**

Please note: Myers Recording Studio does not provide amplifiers, "boom boxes", chairs, music stands, extension cords, power strips, slide and/or overhead projectors, portable sound systems, etc.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Department Chair \_\_\_\_\_ Date \_\_\_\_\_

Signature of Director of Recording \_\_\_\_\_ Date \_\_\_\_\_

Signature of Chief Recording Engineer \_\_\_\_\_ Date \_\_\_\_\_