

SPECIFICATIONS

EQUIPMENT REQUIRED	COMMENTS: INDICATE WHO WILL PROVIDE A/V (SFU MECS, LONG&MCQUADE, OWN, ETC)		
LIGHTING			
SOUND			
MICROPHONES			
STAGE			
PODIUM			
BACKGROUND MUSIC			
OTHER			
OTHER			
DESCRIBE STAGING SET-UP AND REQUIREMENTS	*IF EVENT WILL OCCUR ON CAMPUS ATTACH A FINAL SETUP DRAWING		
A/V POINT OF CONTACT		A/V PHONE	
A/V EMAIL		ADDITIONAL STAFF	

**DESCRIBE ANY
ADDITIONAL SET-UP
REQUIREMENTS**