

How to: Request AV from Luskin IT

What AV equipment is available?

- Small speaker set, with 1-2 corded mics (with stands as needed)
- Projector and Projection Screen
- All related cables.
- Laptop
- Presentation clicker.

Equipment must stay within the Luskin bldg. Off-campus is case by case.

Who can request AV?

- Student groups that are registered with SOLE
- All student groups MUST have a department sponsor (Staff/Faculty) to request the AV

What is the process to request AV support?

- AV requests must be made 5-7 days in advance.
- Setup and pickup by IT consultants only available between 9a-4p Mon-Fri.
- For after-hours events, group must remove and store equipment in departmental office for morning pickup. This must be cleared by the department.

Request must be made to helpme@luskin.ucla.edu

Subject: AV Request : DATE / TIME / EVENT

Name:

Group:

Name of Sponsor:

Date of Event:

Time Start/Time End:

Choose:

- Speaker System (related cables included)
- 1-2 corded mics (audio cable included for mp3/ipod ability)
- Projector (vga cable)
- Projector Screen
- PC Laptop
- Presentation Clicker