

A/V Requests

BUILT-IN OR PERMANENT A/V

Classrooms with built-in A/V can be reserved via SharePoint. There is no setup needed*, and no other reservations need to be made for A/V.

**If the Microphone Connectivity box is checked in the table below, you will have to submit an A/V request form.*

	Microphone	Microphone Connectivity	Ceiling Projector	TV	Computer	HDMI	Camera	DVD Player
2343	✓ <i>podium</i>	✓	✓		✓	✓	✓	
2355	✓ <i>wireless lavalier</i>	✓	✓		✓	✓	✓	
3333	✓ <i>tabletop</i>				✓	✓	✓	
3383				✓		✓		
4320A			✓		✓		✓	
4357			✓		✓	✓	✓	
4371B			✓		✓	✓	✓	
5273				✓	✓	✓	✓	✓
5344				✓	✓		✓	✓
5391				✓		✓		
6223				✓	✓	✓	✓	✓
6274				✓	✓	✓	✓	✓

If you have any questions, please contact czarate@luskin.ucla.edu.

The UCLA Luskin Events office has limited A/V equipment available for rent for events hosted by UCLA Luskin units and student groups. These items are available free of charge.

What is the process to request A/V?

UCLA Luskin units and student groups can reserve A/V in three easy steps:

1. **Gather** your event details, including date, time, and FAU.
2. **Decide** which A/V items you will need.
3. **Submit** your [A/V request](#) at least two weeks before your event.

After you fill out this A/V request, we will contact you to go over details and availability. Your request is not approved until you receive an email confirmation.

Please return all equipment to Christian Zarate in 3240 Public Affairs Building by the return date you indicate in your A/V request. Any missing or broken items will be charged to your department's FAU.

Who can request A/V?

- UCLA Luskin departments and units
- Student groups that are registered with SOLE*

**All student groups MUST have a department sponsor (Staff/Faculty) to request the A/V.*

Which A/V equipment is available to rent?

- **Small Speaker Package** *This includes: (1) Speaker with Stand, (1) Corded Mic with Stand, (1) Aux Cable, (1) Extension Cable*
- **Large Speaker Package** *This includes: (1) Speaker with Stand, (1) Corded Mic with Stand, (1) Aux Cable, (1) Extension Cable*
- **Wireless Set Add-on** *This add-on can be added to any Speaker Package for wireless capabilities. This includes: (1) receiver, (2) wireless microphones*
- **Projector Package** *This includes: (1) projector with HDMI cable*
- **Laptop Package** *This includes: (1) Presentation Laptop and Charger, (1) Presentation Clicker*
- **Camera Package** *(2 available). This includes: (1) DSLR Camera, (1) Tripod, (1) Battery Adapter*
- **iPad** *This includes a charger (2 available)*
- **Extension cord** *This includes a built-in power strip.*
- **6-Port USB Desktop Charger** *(2 available)*

Need assistance?

The Luskin Events Office can support the setup and strike down of your event if it is within the Public Affairs Building between the hours of 10:00 a.m. - 5:00 p.m.

For after-hours events, you must remove and store equipment in departmental office for morning pickup. This must be cleared by the department.

Please indicate that you will need assistance in the A/V request form.