

Permit# _____

HARTNELL COLLEGE
411 Central Avenue
Salinas, CA 93901 (831) 755-6870

MISCELLANEOUS TECHNICAL CHECKLIST

Facility Requested: _____ Activity Date: _____

Organization: _____

Contact Person: _____ Daytime Telephone: _____

- *Personnel and equipment costs may be charged to the applicant.
Refer to Administration Procedures #2100 for classification and fees.
- *Consult Cafeteria Manager for food service.

Only those services and equipment requested below will be provided.

GENERAL ITEMS

- ____ Lectern
- ____ Flags (US & Californian)
- ____ Chairs (on stage) (number of chairs ____)
- ____ Tables (on stage) (number of tables ____)
- ____ Chairs (audience) (number of chairs ____)
- ____ Tables (audience) (number of tables ____)
- ____ Kitchen
- ____ Other _____

AUDIO VISUAL EQUIPMENT

- ____ Projector (type: _____)
- ____ Portable Screen
- ____ PA System (number of microphones: ____)
- ____ Other _____

*Use the space below to diagram table and seating arrangement (Attach additional sheet(s) if necessary)

Applicant's Signature: _____

Date: _____

DISTRIBUTION: Originator; Maintenance; Security, File