



Penn State Abington

Lion Productions

1600 Woodland Road
Abington, PA 19001

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Request Form

REQUESTS MUST BE SUBMITTED TWO WEEKS IN ADVANCE OF THE EVENT DATE TO ALLOW FOR SCHEDULING OF STAFF AND EQUIPMENT. FAILURE TO DO SO MAY RESULT IN REQUEST NOT BEING FULFILLED.

SUBMISSION OF THIS FORM IS NOT AN AGREEMENT OF HIRE. ALL REQUESTS ARE TENTATIVE UNTIL THE MANAGER CONFIRMS STAFF AND EQUIPMENT AS AVAILABLE.

Today's date: _____

Contact Info

| | | | |
|-----------------------------------|--|----------------|---|
| First Name: | | Last Name: | |
| PSU E-mail: | | Primary Phone: | Phone type: (Check one) <input type="checkbox"/> Cell <input type="checkbox"/> Land Line |
| Name of Club/Organization/Office: | | Position: | |

Event Info

Please Print Clearly or Fill Out Electronically

| | | |
|---|---|--------------------------------------|
| Event Date: | Preferred Setup: * | Sound Check: (If needed) |
| Event Start: <input type="checkbox"/> CB | Event End: <input type="checkbox"/> CB | Tear down: (If later than event end) |
| Event Name: | Location: (building and room) | |

Type of service requested: (Check all that apply)

- Audio (Speakers, mixer, microphones)
 Background Music
 Mood Lighting
 Illumination Lighting
 Accent Screens
 Theatrical Lighting (9 Sutherland Only)
 Still Photography**
 Videography**
 Pipe & Drape***
 Dance Floor***

Type of event: (Check all that apply)

- Lecture
 Background Music
 Theatrical Performance
 Student Performance
 Professional Performance
 Live Concert
 Other: _____

Have You Placed Requests With Other Departments: (Check all that apply)

- Video/Computer (Requires contacting IMS/CNS)
 Staging (Requires contacting maintenance - Lares 108 & Café Only)

*Actual setup time will vary depending on services requested, type of event, equipment used and staffing availability.

**Only raw footage can be provided.

***Additional staff and time are required.

