

Concert Hall Audio-Visual Specifications Form

Contact & Event Information

Organization / Event Name

Contact Person

Email

Phone

Event Date

Start Time

End Time



Estimated Audience Size

Event Type

Audio Requirements

Number of Microphones Needed

Microphone Types (select all that apply)

Handheld	 
Lapel	
Headset	
Instrument	

Additional Audio Requirements

Visual Requirements

Projection Needed?

Number of Screens

Visual Sources (select all that apply)

Laptop
Blu-ray/DVD
Streaming
Document Camera



Additional Visual Requirements

Stage & Other Needs

Stage Setup Description

Other Requests / Notes