



PVCC Media Facility Use Service Provider Information

Scope of Service

- Provide media support to facility use activities/events.

Timeline Requirements

- Operating hours - 7 am - 9:30 pm M-Th, 7 am to 5 pm Fridays.
- Media requests must be made at least two weeks in advance.

Process

- Business Office shall charge the requesting organization based on facility rental policy & rates.
- Media Equipment & Services will be requested based upon the type of event:
- College Events - Services will be requested by the Instructor or Program Organizer
- College Co-Sponsored Events - Services will be requested by the Event Sponsor
- External Events - Services will be requested by Event Gatekeeper

NOTE: Support must be ordered by a PVCC representative only, no orders from outside persons or organizations will be honored.

- Media Equipment & Services must be requested from the Media Services web site <http://www.pvc.maricopa.edu/media/equipreq.html>
- Equipment, services and training (if needed) must be ordered from this site. This includes:
- Presentation systems including projectors, screens, and classroom sound systems. IT equipment requirements should be discussed with the Manager of Technical Support
 - Event support items including conferencing telephones, flip charts, PA sound systems, and unmanned video recording
 - Services including photography, staffed video recording, and A/V training.
 - The request must include any special requests at this time. For instance, if equipment needs to be set up in a specific layout, or a technician is required for the duration of an event. You can request to have a Media technician contact you to discuss the event requirements.
- Please allow for setup time for the event. Setups usually take less than 30 minutes, but if you are unsure how much time is needed, please speak with a Media technician.
- Media Services will reply the same day your request is made with an email verifying the date, time, location, and requested services/equipment. If you do not receive verification, or the email is incorrect, please call Media Services at x77220.
- Changes requested by the Facility users at the time of the event will not be supported.
- Media Services reserves the right to change equipment, layout, services and classroom to ensure a successful event. Should this be necessary, the Event Sponsor and/or Event Gatekeeper will be notified by the Manager of Technical Support of any changes that are made.
- If a Facility Request is canceled, withdrawn, denied, or changed, the Media support request will be canceled/changed by the person who placed the Media Services order by calling x77220 and speaking with a technician.