

*Golden West Region  
A/V Equipment Request Form*

**From:** \_\_\_\_\_

**Region/District:** \_\_\_\_\_

**Start:** \_\_\_/\_\_\_/\_\_\_ : \_\_\_

**End:** \_\_\_/\_\_\_/\_\_\_ : \_\_\_

**Event:** \_\_\_\_\_ **Theme:** \_\_\_\_\_

**Location:** \_\_\_\_\_

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**Equipment Needed:** *(Please check all that apply)*

**PA System**

**Wireless Microphones**

**Floor Mic Stand**

**Table Top Mic Stand**

**70" Screen**

**50" Tabletop Screen**

**100" Screen**

**Projector**

**2<sup>nd</sup> Projector**

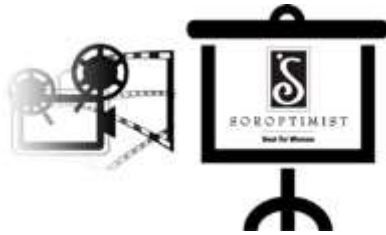
**2" Projector**

**Laptop**

**2<sup>nd</sup> Laptop**

***Petey Keavy, GWR A/V Geek • [peteyk.gwr@gmail.com](mailto:peteyk.gwr@gmail.com)***

***928•667•7135 Home • 928•669•0677 Cell***



## *Golden West Region A/V Equipment Request Form*

### **Deadlines:**

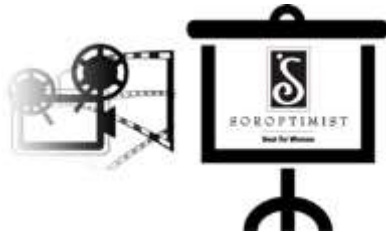
Please send Timed Agenda and Logos (Art Work) as soon as it is available to: ***peteyk.gwr@gmail.com***.

Please, send Presenter's PowerPoints (4.3 Format) and scripts to Governor Lori Reed & Governor Elect Laurie Moses by one week (7 days) prior to event. If PowerPoint needs enhancement or you need Petey to add animations to the presentation, please send a week and half (10 days) prior to event.

Please, send script with Presentation or bring an extra print out. Please, include all clicks in your scripts.

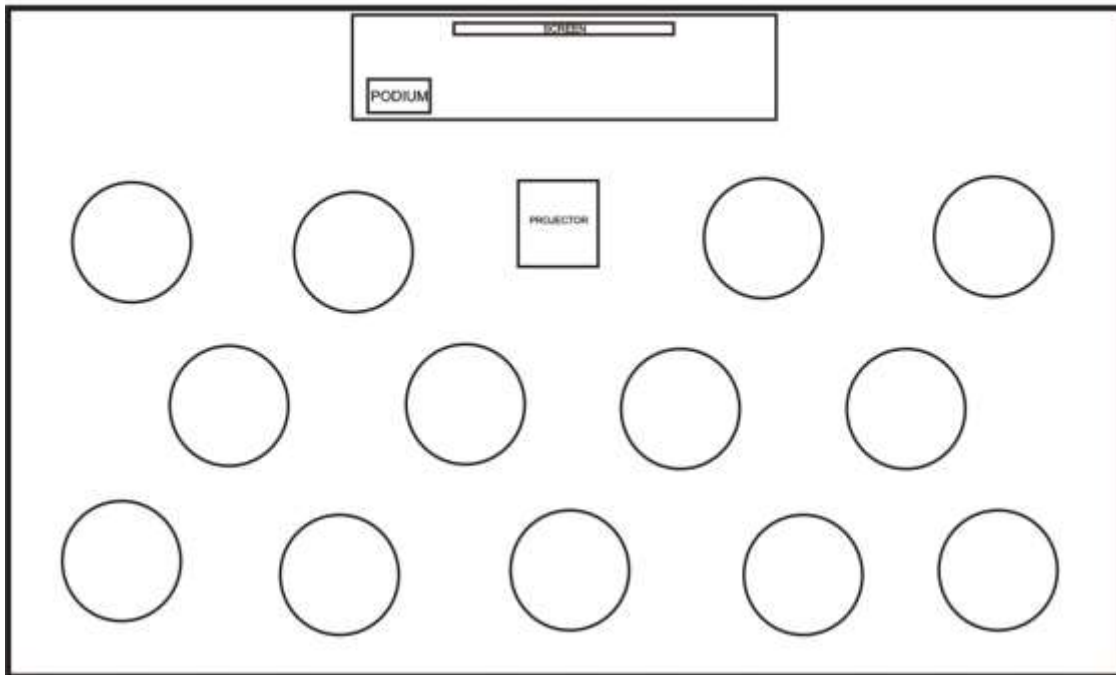
All Presentations and scripts emailed to:  
***lorir.gwr@gmail.com & lauriem.gwr@gmail.com*** a cc to ***peteyk.gwr@gmail.com***. If you have any questions, do not hesitate to contact Petey @ 928•667•7135.

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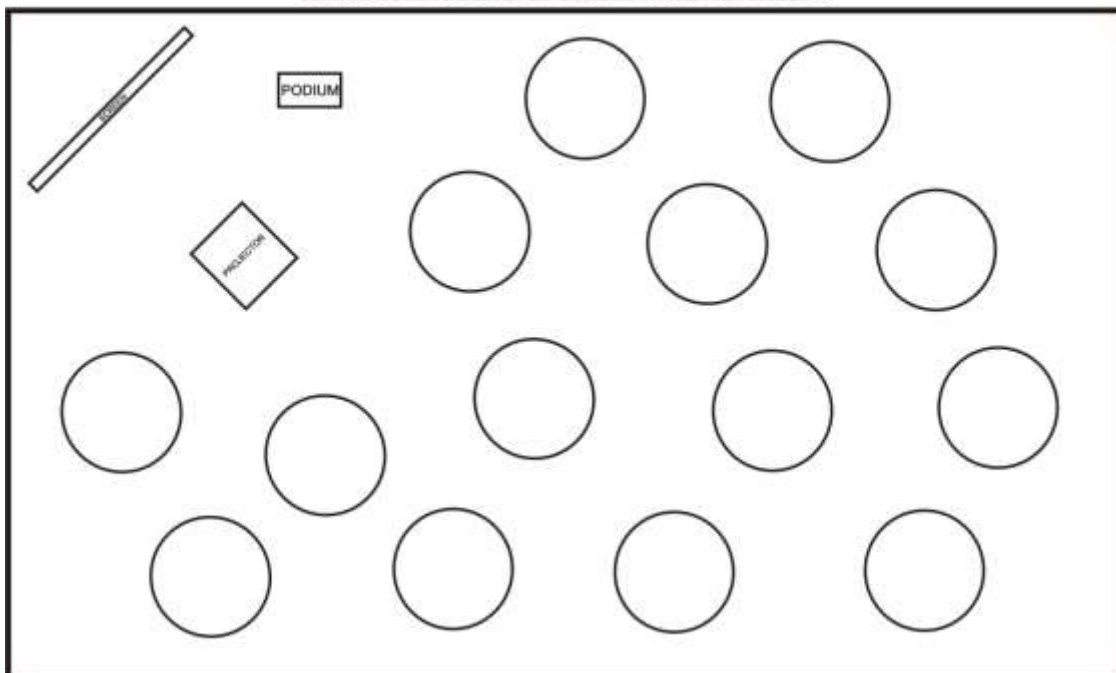


# *Golden West Region A/V Equipment Request Form*

## SAMPLE ROOM LAYOUT 1



## SAMPLE ROOM LAYOUT 2



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