Student Government Association Audio-Visual Technology Contract

AV Tech Requests

The Sterling College Audio-Visual Technology Support team is happy to provide support and assistance for campus events hosted by faculty, staff and student groups. In an effort to streamline the event scheduling process and to increase efficiency, we have designed the online Audio-Visual Tech Support Request Form.

If you are hosting any type of event and need someone from our team to provide audio-visual elements and/or services in any capacity, we kindly ask you to submit an official request using the form found on the following page: https://www.sterling.edu/av-support

Once a request is submitted and reviewed, the Director of Audio-Visual Support will start an email thread with confirmation and follow-up questions.

Make all requests at least two weeks prior to the event date to ensure adequate time to plan and organize for optimal support, e.g., at the time of reserving spaces and requesting services from other departments. Some events may require further notice. If an event has multiple occurrences, please submit a separate request for each individual one.

Please refrain from directly contacting members of the AV Support team with requests, whether via email, phone or otherwise. Every request must be made via the AV Tech Request Form and reviewed and approved by the AV Director.

Please note: Depending on a variety of factors, not all requests may be fulfilled to the extent they are made. Requests made not abiding by these guidelines are subject to rejection.

Chapel Slides

The Spiritual Life and Audio-Visual teams extend the opportunity to freely promote clubs, organizations, athletics and any other Sterling College-affiliated program by advertising events and/or recognizing accolades during Chapel services.

While in-person announcements must be coordinated with the office of Spiritual Life, slide(s) are done in conjunction with AV and must meet a series of requirements:

- JPG format
- Legible from a distance
- 1920x1080 pixels (landscape orientation)
- QR code occupies most of the slide, if applicable

Please email the slide(s) to both the Campus Pastor (jose.carrillo@sterling.edu) and the AV Director (jase.brandt@sterling.edu) at least 48 hours prior to the next Chapel service.

Once a graphic is formatted correctly and approved, it can be accompanied by an in-person announcement, in addition to being displayed as part of the announcement slideshow displayed both before and after each Chapel service until the event's completion.

_____   _____   _____
Club   Club President Signature   Date