

Information Technology Services

Event Request and Technical Support Procedures

Purpose: Full-time employees may request support for audio visual events.

1. Submit service request, [Event Support-Media Services/ITS](#), located in the FreshService ticketing system.
 - a. Information needed for the request include:
Date of request, department, contact person, name, title, work phone, e-mail, event title, event start and end date, event start and end time, building, room number, setup time, equipment desired and other comments.

NOTE: Form must be submitted to Media Services five (5) days prior to date needed to allow time to collect requested equipment.



GCSC EVENT
GCSC EVENT FORM