

The Fine Arts Department coordinates scheduling for the Gearheart Auditorium for all INTERNAL events. Events that are being held by external parties (hosted by anyone outside of BSCTC) will continue being handled through John Herald's office. The Fine Arts Department also schedules sound equipment for meetings, special events, and audio/video equipment for the Mayo Auditorium. In other words, if your event is being held in the Gearheart Auditorium, Mayo Auditorium, or anywhere else on any of our campuses and you require the use of our sound system, projectors, or a podium, then you will now need to submit a work order through our BSCTC Help Desk.

*Please note that we are not scheduling the use of the Mayo Auditorium. A request for the use of the Mayo Auditorium will need to be made through Bobby McCool's office. However, if you have scheduled the Mayo Auditorium and you need to use the sound and/or video equipment, you will need to submit a work order through the Help Desk.

Audio/Visual Work Order Procedures

When placing a work order for Audio/Visual scheduling you will first have to choose a **priority level**. The options are listed below.

1. Fine Arts (Project) – Select this option if you the date of your event is later in the semester or for the following semester.
2. Fine Arts (1 week) – Select this option if your event is within the week or the following week.
3. Fine Arts (4 weeks) – Select this option if your event is within the month but not urgent.

Keep in mind that you will need to list a specific date for your event in the "Notes" section of the work order.

Next you will have to select a **type**. In this section you will let us know the location of your event. The options are listed below.

1. Audio/Visual Classroom – Select this option if you need a small sound system set up in your classroom for a special event. This is mostly used for events in the Student Center, 203A and B.
2. Audio/Visual Meeting/Event – Select this option if your event is going to be held anywhere other than the classroom, the Gearheart Auditorium, or the Mayo Auditorium. (ie. Outdoors, Student Center, etc.)
3. Gearheart Auditorium Request – Select this option if you want to schedule the Gearheart Auditorium for a meeting or special event.
4. Mayo Auditorium Sound Tech – Select this option if you need to schedule the use of our sound and/or video equipment in the Mayo Auditorium. (ie. Microphone and projectors) Please note that you will still need to contact Bobby McCool's office in order to schedule your event in the Mayo Auditorium. You will only need to submit a work order if you require sound or projection. **Please also note that the Mayo Auditorium Tech Request option is located on the second page of the dropdown menu box. You must press the right arrow at the bottom of the box to get to this option.*

The next step is to select a **sub-type**. In this section you will let us know what type of equipment that you will need. The options are listed below.

1. Projector – Select this option if you only want a projector for your event.
2. Projector & Laptop – Select this option if you need a projector and a laptop for your event.
3. Project, Laptop, & Sound System – Select this option if you need a projector, laptop, and you have any type of audio in your presentation that needs to be amplified from the laptop. Select this option as well if you need a microphone and podium for your event.
4. Sound System – Select this option if you only need a microphone and podium. Select this option as well if you need a CD player or a way to hook up an MP3 player for audio only. (ie. iPod, iPad, iPhone, MP3 player, etc.) Please explain in further detail your needs in the “notes” section of the work order form.
5. Special Setup – Select this option if your event setup falls outside the parameters listed above. Please explain your setup needs in detail in the “notes” section of the work order form.

Next you will have to choose an option in the **category** section. In this section we will get a little more information about the type of event that you are organizing. With this information we can better assist you with your audio/video setup needs. The options are listed below. Keep in mind that the dropdown box populates based upon your previous selections in each section. You will not see all of the options listed below. However, based upon your previous selections you will see the options that are pertinent to your needs.

Gearheart Auditorium Options

1. Lecture – Select this option if you only need a podium and a microphone on stage for your program. You may select this option as well if you only need the space and do not need a microphone. However, please specify your exact needs in the “notes” section of the work order form.
2. Meeting – Select this option if you need tables and chairs on stage along with a microphone system. Please describe your event in the “notes” section of the work order form and we will help you decide your exact needs.
3. Music/Theatre – Select this option if you are using the auditorium for a musical or theatre program. Also, please describe your event in the “notes” section of the work order form.
4. Special Event – Select this option if your event falls outside of the parameters listed above or your event will have a mixture of lecture and music. (ie. If you are hosting an event in which you will have someone speaking, someone singing, and/or showing a video on the projection screen) Please describe in detail your event in the “notes” section of the work order form.

Audio/Visual Classroom Options

1. Classroom – Select this option if your event will be held in a classroom. Please describe in detail the event and the event date in the “notes” section of the work order form.

Audio/Visual Meeting/Event

1. Conference Room – Select this option if your event will be held in a conference room on one of our campuses. Be sure to describe the event and list the date, time, and location in the “notes” section of the work order form.

2. Outdoor (only speaking) – Select this option if your event will be held outdoors and you only need a microphone and a podium. (no music) Be sure to describe the event and list the date, time, and location in the “notes” section of the work order form.
3. Outdoor (with music) – Select this option if your event will be held outdoors and someone will be speaking and singing. (ie. If you are hosting an event like the annual 9/11 event in which someone will be speaking and someone else will be singing a song) Be sure to describe the event and list the date, time, and location in the “notes” section of the work order form.
4. Student Center (only speaking) – Select this option if your event will be held in the atrium of the student center and you only need a microphone and a podium. (no music) Be sure to describe the event and list the date and time in the “notes” section of the work order form.
5. Student Center (with music) – Select this option if your event will be held in the atrium of the student center and someone will be speaking and singing. (ie. If you are hosting an event like the annual 9/11 event in which someone will be speaking and someone else will be singing a song) Be sure to describe the event and list the date and time in the “notes” section of the work order form.
6. Other (describe event) – Select this option if your event falls outside of the parameters listed above or your event is multifaceted. Please your event in detail the “notes” section of the work order form. Make sure to include to location, date, and time.

Mayo Auditorium Sound Tech

1. Lecture – Select this option if you only need a podium and a microphone on stage for your program. Please specify your exact needs in the “notes” section of the work order form.
2. Meeting – Select this option if you need tables and chairs on stage along with a microphone system. Please describe your event in the “notes” section of the work order form and we will help you decide your exact needs.
3. Music/Theatre – Select this option if you are using the auditorium for a musical or theatre program. Also, please describe your event in the “notes” section of the work order form.
4. Special Event – Select this option if your event falls outside of the parameters listed above or your event will have a mixture of lecture and music. (ie. If you are hosting an event like the Honors Night program in which you will have someone speaking, someone singing, and/or showing a video on the projection screen) Please describe in detail your event in the “notes” section of the work order form.