**   
 *FutureCampus* Parramatta**

**AV Event Checklist**

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| --- | --- |
| **Contact Name** |  |
| **Booking Date** |  |
| **Room configuration** Theatre Style, Round/banquet, Other (specify) |  |
| **Number attending** |  |
| **Video Conference Required? Yes/No If yes proved the number to call** |  |
| **Details of Video Conference Call** |  |

**VISION REQUIREMENTS**

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| --- | --- |
| **Projector** |  |
| **Laptop** (own, Mac, Windows) |  |
| **Room PC** |  |
| **BluRay/DVD** |  |
| **Visualiser/Document Camera** |  |

**PROGRAMS/SOFTWARE REQUIRED**

|  |  |
| --- | --- |
| **Powerpoint** |  |
| **Prezi** |  |
| **Keynote** |  |
| **Other programs**  (eg Skype etc) |  |
| **Video** (YouTube, ect) |  |

**AUDIO**

|  |  |
| --- | --- |
| **Microphones** (lectern, handheld, lapel) |  |
| **Audio from source** (PC, Laptop) |  |

**AV SUPPORT REQUIRED**

|  |  |
| --- | --- |
| **Yes/No** |  |
| **Out of Hours** (specify times) |  |

**Building Access Checklist**

**STAFF ACCESS TO BUILDING**

* Staff cards need to be activated to gain access to the Parramatta campus. Please contact [parramatta@une.edu.au](mailto:parramatta@une.edu.au) with at least 5 working days’ notice so that this may be arranged.
* Staff holding events at Parramatta will need to request activation of their staff card for the site
* Staff are required to submit a student list of attendees so they can be activated. The access will only remain current for that event.
* Staff should ensure that students can contact them in case they are running late or have difficulty accessing the building on the day of the event.

**STUDENTS ACCESS TO BUILDING**

* Student cards need to be activated to gain access to the Parramatta campus. Students attending workshops/intensive activities outside of business hours need to register with their Unit Coordinator to confirm they will be attending so that swipe access can be granted and their card can be activated to allow access to the building.
* Students should carry their student card with them at all times when in the centre.
* Students apply for a student card [online](https://www.une.edu.au/idcards/). Applications for student cards cannot be made at the *Future*Campus.