

Technical Services Request

Company: _____ **Contact Person:** _____
e-mail: _____ **Phone:** _____
Address: _____

Event Date: _____ **Event Type:** _____ **Guest Count:** _____
Starting Time: _____ A.M. P.M. **Completion Time:** _____ A.M. P.M.

Location: Event Hall Conference Room Other

Please describe **Other:** _____

Equipment & Services Required

Video Projector 6-8' Screen 12' Screen Lighting Sound System
Podium/Mic Packaged System Wireless Mics Qty: Hand _____ Lavalier _____

Other Equipment Needs:

Event Description: DJ Services* Dinner Party Dancing Wedding

*A DJ Planner Package will be sent to you with a quotation.

Video Production Services

Event Video Coverage Wedding Package Other

Please describe **Other:**

Final Delivered Product

Raw Footage Edited Describe **Edited** product requirement:

Meet and Greet Required? YES NO **Operator/Technician Required?** YES NO

Attire: Business Casual Formal

Additional Comments:

A technical support manager will contact you within 24-hours to review your request and will promptly provide you with a written quotation. Please submit this form to info@baymedia.net. Please call (831) 658-0799 if you have any questions.