



AV Rental Quote Request Form

Company	
Address	
Contact	
Phone #	
E-Mail	

Event Name	
Event Address	
Site Contact	
Phone #	
E-Mail	

Estimated Budget			
Client Pick Up		Century Delivery	
Century Install		On Site Tech	
Seating Arrangement (tables/theatre)			

Start Date/Time	
End Date/Time	
Size of Room	
# of Attendees	

Additional Information:

Audio

Qty	MICROPHONES & ACCESSORIES:
	Mic - Wired Dynamic, Condenser
	Mic - Wireless Lavalier (clip on lapel)
	Mic - Wireless Handheld
	Mic - specify ___
	Mic Stands : ___ Table / ___ Floor / ___ Gooseneck
	MIXERS FOR MICS & SOUND SOURCES:
	Basic 4 Input Mixer
	More than 4 inputs Mixer required
	AMPLIFIER & SPEAKERS

Qty	POWERED SPEAKERS:
	Powered PA Speakers
	PA Speaker System - AC/DC
	Portable Tour Guide Speaker
	AUDIO SUPPORT EQUIPMENT:
	CD Player
	Press Pool Feed
	Audio Conference Unit
	___ Hearing Assist / ___ Tour Guide Kit
	Intercom Headset System

Visual (Data/Video)

Qty	DISPLAY EQUIPMENT:
	Flat Panel Monitor: 18" to 50" : ___
	Projector: Data ___ Video ___
	Tripod Screens: ___ 50"/ ___ 70"/ ___ 84"/ ___ 96"
	Tripod Screen Skirt
	EVENT PROJECTION SCREENS:
	Specify Screen Surface: ___ Front or ___ Rear
	Specify Drape: ___ Full Kit or ___ Skirt Only
	___ 6'x8' ___ 7.5'x10' ___ 9'x12' ___ 10.5'x14'
	16 x 9 Widescreen – specify size ___

Qty	DATA SUPPORT EQUIPMENT:
	Data Mixer / Switcher
	Scan Converter Video-Data
	Data VGA Distribution Amp
	Computer Laptop
	VIDEO SUPPORT EQUIPMENT:
	Document Camera
	Video Mixer
	DVD / Blu-Ray Player
	Live Stage Camera (IMAG)

Event Staging Equipment

Qty	PRESENTATION SUPPORT:
	Easels - ___ Sign or ___ Flipchart Style
	Power Point™ Slide Advancer
	A/V Cart 42" with skirt
	LECTERNS:
	Lectern - Acrylic Pro Style w/ 2 Mics
	Lectern - Wood Finish Pedestal Style
	Lectern - Grey Cloth Finish Square Style
	Lectern - Folding Slim Style w/ Mic
	Lectern w/ Built-In Powered Speakers & Mic

Qty	STAGING:
	Riser 4'x 8' 12" high (per section)
	Riser Step
	Riser Skirt (per section)
	___ 12'H or ___ 16'H Drape (specify length)___
	Folding Chairs
	LIGHTING:
	Lectern Lighting Package
	Accent Lighting Package
	Follow Spot w/Stand