

# How do I request audiovisual service or equipment for events?

Owens Community College offers staff, faculty, and external clients a wide variety of equipment and services to fit your audiovisual needs for your events. To reserve audiovisual equipment for your event, please follow these steps:

1. Please ensure you have already reserved the space at Owens Community College by arranging this with **Auxiliary Services**
  - Faculty and staff, contact [events@owens.edu](mailto:events@owens.edu).
  - External clients, contact: **Danielle Tracy** (Toledo campus) at **567-661-7434** or [danielle\\_tracy@owens.edu](mailto:danielle_tracy@owens.edu), or **Louise Estep** (Findlay campus) at **567-429-3567** or [louise\\_estep@owens.edu](mailto:louise_estep@owens.edu).
2. Fill out the **Audiovisual Special Event Request** form for the campus your event will be held at. These forms can be found at [https://www.owens.edu/workforce\\_cs/facility.html](https://www.owens.edu/workforce_cs/facility.html). Please specify a setup time, what you will be using the equipment for, and if you need a technician to ensure a smooth startup for your event. To ensure your needs will be met, we must be provided with at least **24 hours** notice.
3. If you have any question regarding the audiovisual equipment for your event, please contact **Micah Shimborske** (Toledo campus) at **567-661-7802** or [micah\\_shimborske@owens.edu](mailto:micah_shimborske@owens.edu) or **John Keller** (Findlay) at **(567) 429-3626** or [john\\_keller@owens.edu](mailto:john_keller@owens.edu). It is highly recommended you contact a technician regarding your event if you require a specific setup.

*Please note additional charges will apply for external clients for use of audiovisual equipment or technician after normal hours. Additional charges may apply for staff or faculty for use of technician after normal hours.*

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<http://www2.owens.edu/faq/entry/390/>