

Jacobs Center Atrium Media Wall Event Request Process



One purpose of the media wall is to facilitate and enhance TGs and other atrium-based events (eliminating the need for separate sound and video systems to be set up for each one). It can also provide video and audio display for a limited set of special school events such as graduation, Teacher of the Year awards, and distinguished lectures with overflow crowds. These special events are designated by the Dean's Office and are very limited due to the above-mentioned constraints.

Usage of the wall for TGs and other atrium-based events can be scheduled directly with Kellogg Information Systems in Jacobs Center room 158 (see below).

Available Functionality

For events in the atrium:

- **Video:** the media wall can be used during the event to display any content that can be run on a laptop connected to the wall.
- **Audio:** broadcast is also available via microphones or electronic input devices (laptops, mp3 players, DJ equipment). At this time, video camera functionality is not available.

Requesting the Service

All requests for using the media wall as a presentation device during an atrium event should be made in person in KIS's FaStCATS Support Center, Jacobs Center Room 158 (right across the hall from the printing room), using the form on the reverse side of this sheet.

1. All requests should be made as much in advance as possible, but at least ten (10) business days in advance of the event.
2. Each request must be submitted to Jacobs Center Room 158 by a designated contact person for the event. This contact is responsible for working with KIS to insure that the proper equipment and knowledge about the wall is available in a timely manner.
3. KIS personnel will do an initial screening of the request to make sure the event details and the services being requested are clear. All requests are approved by the Office of the Dean.
4. The results of the review will be emailed to the contact within three (3) business days from initial submittal.
 - a. If the request is not approved, the event contact can submit an appeal directly with Carole Cahill, Associate Dean for Facilities and Operations. This appeal must be done within three (3) business days.
 - b. If the request is approved, KIS will email the event's contact to set up a follow-up meeting to finalize all details of using the media wall at the event. Please allow for an appropriate planning window before the event, and appropriate set-up time for the event, the length of each will vary with the content being used.

**PLEASE FILL OUT THE REQUEST FORM ON THE REVERSE SIDE OF THIS SHEET.
HAVE THE EVENT'S TECHNICAL CONTACT TAKE IT TO JACOBS CENTER ROOM 158 FOR INITIAL SCREENING.**

Kellogg Information Systems
Resources Request Form
Jacobs Center Atrium Media Wall

Please review the available services on the reverse side prior to filling out this form.

Event Title _____

Event Date _____ Start Time _____ End Time _____

Media Wall Usage Time (if known) Start Time _____ End Time _____

Requested Equipment and/or Services:

Video: DVD Laptop (Loaner) Audio: DJ Input Wireless Handheld Microphone 1 2 Other

Special Instructions & Additional Details:

Contact Information (please PRINT)

Organization Name _____

Club Conference Dept Center

Contact Name _____

Student Faculty Staff

NetID _____

Email _____

Phone _____

Cell Office Other

Preferred contact method _____

Signature _____

Date _____

For office use only

Status	Date	Initials	Note
Received	_____	_____	_____
Forwarded to Dean's Office	_____	_____	_____
Dean's Office Decision	_____	_____	Y / N _____
Decision Relayed	_____	_____	_____
Appealed?	_____	_____	Y / N _____
New Decision?	_____	_____	Y / N _____
Planning Meeting	_____	_____	_____