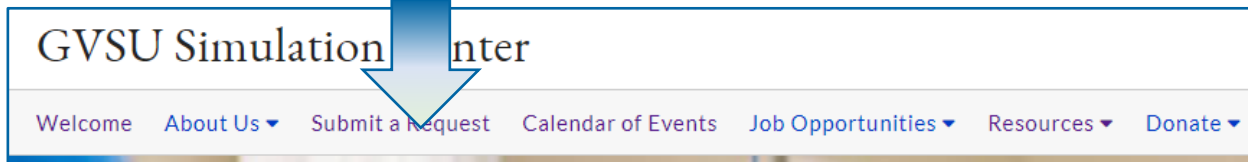


Simulation Center

Audiovisual Request Guide

Use this guide to help submit a request.

1. Go to the GVSU Simulation Center's website - www.gvsu.edu/simcenter/
2. Click on the **Submit a Request** tab.



3. Select the **Audiovisual Production Request**.



4. Login using your GVSU username and password. Click on **Begin Request** under the **Audiovisual Production Request**.
5. Enter all the required information on the request. Sections with a red asterisk * are required.
6. To add multiple dates, after entering a date, start time, and end time, click on the **Add** button.

Date *	Event Start Time *	Event End Time *	
<input type="text" value="No date selected"/>	<input type="text"/>	<input type="text"/>	 <input type="button" value="+ Add"/>

7. If the event needs to be streamed to either faculty, students, or observers, select **Streaming**. Select the number of faculty and student viewing stations needed.
8. If the event needs to be recorded, please add all faculty who will need access to the recording. Remember to click the **Add** button after each faculty member has been entered.
9. Select the **AV Event Type** (if needed) and **AV Equipment Type** (if needed).
10. Select the **AV Assistance Requested from Sim Center Staff** (required).
11. Select the **Location(s) of lab set-up** (required).
12. Enter additional information in the **Comments** box at the bottom of the page.
13. Click **Save** to submit.