Event Technology Support

Event Technology Support is responsible for audiovisual support for special events, video production and post-production. Before you can request equipment you must first reserve an event space. Reserving a room does not reserve the equipment. Please refer to the UT Dallas Event Planning Guide for more information on events.

Technology Planning Assistance

If you are planning an on-campus event requiring media equipment and/or video services, please contact Event Technology Support to arrange an Pre-Event meeting. Start by outlining your ideas and contact information using our Event Technology Support Request Form so we can help you define your needs. Email your completed form to media@utdallas.edu. This preliminary planning step is very useful to providing you and your event the best support.

Ordering Services

Media Services does not charge for basic events in equipped rooms. However, we are required to recoup our labor costs for events under the following conditions:

- The event falls outside our normal hours (7:30am-10:30pm Monday - Thursday, 7:30am-7:30pm Friday)
- The event requests on-site assistance
- The event requires portable equipment

Our event fee is $30 per hour, per technician, with a minimum charge of two hours (or $60).

Requests for Event Technology Support must be received 6 business days prior to your event date. The most common equipment requests for events are for LCD projectors for use with laptop (PowerPoint without audio or DVD with audio), audio systems, and microphones. Please remember that quantities are limited and equipment may not be available at all times or in all locations.

Reminders: Submitting a request does not guarantee an equipment reservation.

- Media Services provides a standard 15-pin VGA connector.
- For laptop presentations that require audio the laptop used must also have a 3.5mm stereo connection.
- Whenever possible, we encourage you to pre-load all presentations to one laptop.

There are several locations on campus that have their own AV contacts. These areas include but are not limited to: Jindal School of Management, and the Student Union.

Equipment Setup and Equipment Breakdown

Our staff arrive prior to your event start time and gets everything set up for your use. They will meet with you at an agreed-upon time prior to the event start. Our staff member will provide instructions for the equipment requested, and will return after the event to shutdown and secure our equipment.
On-site assistance for Event

Our staff arrive prior to your event start time and get everything set-up for your use. They will meet with you at an agreed upon time prior to the event start to ensure the setup will meet your needs, and will remain onsite throughout the entire event to assist with the equipment requested.

Event Technology Support FAQ

- Are there charges?
- Is there a deadline for making my request?
- What equipment is available for request?
- Explanation of Terms on the Event Technology Request Form

Contact Us

Event Technology Support can be reached at 972-883-4900 or media@utdallas.edu.