DREXEL UNIVERSITY STUDENT TECH
Tel: 215-895-1330 Fax: 215-895-0580
Email: dusttech@drexel.edu

Print Form | Submit by Email

Request for D.U.S.T services

Please submit requests (10) business days in advance.
Requests recieved w/ less than (5) full business days notice will recieve a service charge:
Student Org: $50 Department: $100
Requests recieved w/ less than 48 hrs notice will NOT be processed

The basics

Event Date: _____ Event Day: _____ Event Location: _____

Event Name: _____ Estimated Attendance: _____ Reservation #: _____

Reserved Start: _____ Reserved End: _____ Event Start: _____ Event End: _____

The specifics

BELOW, explain what will take place in detail. Please include type of act, number of performers, rehearsals, set up, schedule of events, etc. In addition, please include details of all Audio Visual Needs. If you have a technical rider or any other information supplied by the artist, please attach a copy to this request.

Remember you are responsible for reserving the location where your event will take place. You must reserve the space early enough to allow enough time to setup the equipment needed to support your event.

Requests are accepted on a first come, first served basis as equipment and technicians are available, if approved you will receive an DUST Confirmation and Estimate.

Student Organization - Portable Systems

For student organizations that opt to use the portable sound systems, please select the sound system that you would like to reserve and check out. For details on each of the systems and systems available at IMS, please see the Event Services Website at www.drexel.edu/eventservices.

☐ Portable System A or B
PA Systems

☐ Portable System C
2 speaker DJ System

You

Organization: _____ Organization Type: _____ Today's Date: _____

Name: _____ E-mail: _____ Phone #: _____ University Cost Center: _____

DO NOT WRITE BELOW LINE - OFFICIAL USE ONLY

Recieved: _____ Contact Date: _____

Equipment: _____ Cost Estimate Sent: _____

Labor Estimate: _____ Billed Date: _____