



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER,
EL PASO

Confirmation

Today's Date: _____ Event #: _____

Event Name: _____

Event Date: _____

Set-Up Time: _____

Tear-down Time: _____

Technician Name: _____ Phone Number: _____

IT Services include the following:

- 1. Ensure AV equipment is operational.**
- 2. Provide assistance with AV equipment during initial testing.**
- 3. Provide assistance with AV equipment during event.**

**We encourage the event organizer to do a walk through and or test run to ensure their presentation material is working properly 3 days prior to the event. TTUHSC El Paso currently runs Windows 10. IT staff will not relocate furniture or assist with food or supplies for event.