

Dear University of Redlands Community,

We would like to inform you about an important update to the approval process for Audio-Visual (AV) services requested from the Media Services/Audio Visual department at the University of Redlands, in consideration of our current staffing situation.

Effective January 1st, 2023, the following changes will be implemented:

1. Events outside the normal University operation hours, Monday to Friday, 8am-5pm, will now require submission and approval by the Media Services (MS) team at least 2 months before the event date.
2. To ensure a smooth process, events must provide comprehensive information during the request or subsequent follow-up before the submission deadline. The use of "TBD" language will no longer be accepted as a means to bypass this policy, and such requests will not be considered complete submissions to Media Services. To provide a better understanding of how this policy will be applied, we have included a few examples:

Example 1:

- Desired Event Date/Time/Location/AV Requested: 3/4/23 (Saturday) – 12pm-3pm – Orton Center - Support for room equipment was requested.
- Event falls on a weekend.
- Event needs to be submitted by January 2023 (no Later than January 31st) for consideration and approval.

Example 2:

- Desired Date/Time/Location/AV Requested: 6/1/23 (Thursday) – 4pm-7pm – Firepit.
- The event falls on a weekday and begins during normal business hours but ends outside normal business hours and is outdoors.
- Event needs to be submitted by April 2023 (no Later than April 30th) for consideration and approval.

Example 3:

- Desired Date/Time/Location/AV Requested: 4/3/23 (Monday) – 12pm-5pm – Hunsaker – Speaker needed outdoors with microphone.
- Event falls on a weekday, between normal business hours, and is outdoors.
- Current policy for event submission via 25Live continues to apply.

Example 4:

- Desired Date/Time/Location/AV Requested: 7/26/23 (Wednesday) – 2pm-8pm – (Redlands Room) – Presentation equipment for the space (Projector, Laptop).
- Event falls on a weekday and begins during normal business hours but ends outside normal business hours and is indoors.
- Current policy for event submission via 25Live continues to apply.

Should you have any questions or concerns about this new development, please reach out. We appreciate your understanding and eagerly anticipate collaborating with you in support of your events.