**SNSC Auditorium Recording Request**

All requests must be giving with at least 7 days' notice.  
  
This document is to provide the times and dates that you would like the IT department to record your lecture/presentation from the SNSC auditorium.

To record audio effectively all speakers must either wear a lapel microphone or speak into either the lectern or handheld microphone.

Requester Name:   
Requester email address:   
Conference name:

Name of recording:  
Date of recording:   
Time for recording to start:  
Time for recording to end:

Name of recording:  
Date of recording:   
Time for recording to start:  
Time for recording to end:

Example Camera Angle:

