

AUDIO VISUAL EQUIPMENT

This guideline is for use by students and student clubs when hosting events on campus and requiring the use of audio-visual support or equipment.

Audio Visual (AV) equipment on campus

- Audio visual equipment includes microphones, speakers, televisions, film or data projectors and screens.
- All AV equipment on campus is under the management and jurisdiction of IT Services except for BUSA 'owned' items and any items held by Faculty Student Associations.
- All static (fixed) AV equipment in teaching spaces (lecture theatres, tutorial rooms etc) is provided by the University for the main purpose of teaching and academic use
- Students and student clubs wishing to use teaching or event spaces may utilise existing AV equipment (lecterns, projectors, screens, computers) on a self-service basis.

Microphones

- Hand-held microphones are provided in most lecture theatres and event rooms
- Tutorial rooms and teaching spaces are provided with lapel microphones, lectern stalk microphones and teaching desk fixed microphone.
- The use of wireless microphones in other spaces (amphitheatre, architecture foyer) is on application only via the student events office and conditional on the size, time and structure of the event in question.

Music Equipment

- Music equipment held in the music room is owned and controlled by BUSA in conjunction with the Bond University Music Club.
- Equipment in this room is not for general use. Specific permission and security clearance is required to use the equipment for music 'practice' (see web room bookings).
- The use of BUSA-owned Music Club equipment for student events is not permitted.

Where to source external AV equipment?

MAJOR EVENTS

- Clubs wishing to host events that require significant audio-visual support or supplies are recommended to enlist the services of an external audio-visual contractor.
- For a fee, such companies can provide equipment for hire as well as the use of AV technicians to assist with set up or support before and/or during the event.

- If Bond equipment is being used (eg. In teaching or event spaces) a “Bond Preferred Supplier” who has specific permission to access equipment and AV ‘spaces’ will need to be enlisted. Refer Student Events for contact information.

MINOR EVENTS

- For smaller events that do not require the use of a teaching or event space (eg. talent show in amphitheatre), students are permitted to hire equipment in from external providers. Proof of Public Liability Insurance (COC) should be obtained and appropriate approval processes followed
- Students may also bring personal equipment (musical instruments, speakers) onto campus to use for events. Dependant on the venue and item, specific permission and waivers may be required. Please contact the student events office for more information.

BUSA

- BUSA periodically keeps maintains portable AV equipment in the way of speakers, projectors and microphones¹. These items are available for hire from the BUSA office. Call 5595 4009 or email busa@student.bond.edu.au for more information.

For more information contact the Student Events Office on 5595 1211

¹ Dependant on working state of equipment