



KU Presents: Live Streaming and Recording Service

- Submitting a request does not guarantee service.
- Please allow AT LEAST 1 week for a reply.
- Requests will be processed on a first-come-first-served basis, and only approved if there are no scheduled conflicts, a crew is available, and all KU guidelines are followed.

Name

Email

Title

Phone Number

Department

Which of the following service are you requesting?

- Recording
- Live Stream

Do you have administrative authority to create and broadcast this recording or stream?

Event Name

Event Date

Event Description

Briefly describe the event. (e.g., the number of performers, size of stage, the nature of the event, etc.)

Broadcast/Recording

Start Time

End Time

Event Location

Please Upload Room Reservation Confirmation from Conference Services

Confirmation must include:

- one-hour minimum set-up time.
- one-hour minimum tear-down time.

Signature

KU Presents Signature

