| | Stakeholder Groups | | | | | | | | | | | | | | |
|---|--------------------|-----------|---------|------------|-------------------|--------------------|---------------|------------|---------------|-------------|-------------|---------------|--------------|------------------|--|
| Template Key P - Propose A - Approve (moves to the next level) I - Provide Input D - Decide (final approval)—shade in box in red N - Notify AUDIO VISUAL SERVICES | Board | President | Chaires | Applicable | Deanis Laculty As | Serbi ^M | Leader Strict | Approprist | e Directories | Audio Visur | Student Ass | çeke Estabete | Superisories | Other Third Back | toe |
| Purchasing AV equipment for departmental classrooms | | | A, D | | | ı | | | | 1 | | | | | Chairs and faculty consult with AVS about the specific AV equipment needed for curriculum and pedagogical purposes. AVS then sources and purchases the AV equipment using departmental budget funds and coordinates its installation. |
| Purchasing AV equipment for presentation spaces, conference rooms, and common areas. | | D | P, I | 1 | | | | I, A | | I, P | | | | | Chairs/Staff consult with AVS about the specific AV equipment needed for gathering areas. Once approved AVS then sources and purchases the equipment using departmental Capitol or AVS departmental budget funds and coordinates its installation. |
| Reserving the Anderson auditorium | | | P | Р | Р | Р | | A, D | Р | I | Р | Р | | | The Anderson Auditorium is reserved through R25, with approval from the AVS Director. Specific presentation requirements can be provided through the event request form. |
| Semester checkout of AV equipment for class curriculum requirements. | | | Р | | | Р | | D | | I | | | | | Specific semester AV equipment requirements for a class require a conversation between the chair/faculty and the AVS Manager. Equipment will be provided based on inventory and the number of requests. A capitol request will have to be submitted for equipment unique to a curriculum that is not in AVS inventory. |
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Notes:

Please shade any D boxes in **red** for ease in identifying the final decision owner.

^{*}indicates as needed/applicable