

**Policy No. 4-24****Subject: Audio Visual Services**

Last Revised: 05/23/2023

Historical Status:

Division	Policy Manager	Administrative Supervisor	Reference
Finance and Campus Operations	Director of Learning Resources Division	Vice President of Instruction and Student Services	

**I. POLICY**

It is the policy of Virginia Highlands Community College (VHCC) to provide audio-visual (AV) support for on-campus functions in the College's auditoriums, classrooms, and for outdoor campus activities.

**II. PERTINENT INFORMATION**

- A. This policy pertains to AV support in the form of:
  - 1. Setting up and operating audio reinforcement equipment, including microphones, mixers, amplifiers, and speakers.
  - 2. Setting up and operating static or remote pan/tilt/zoom video cameras to support video conferencing activities and/or recording campus events.
- B. General photography, videography, and editing as well as post-production in all of these areas, are predominantly supplied by the College's Office of Marketing and Communications.

**III. DEFINITIONS****IV. GENERAL GUIDELINES**

- A. The procedure outlined in the Appendix, Section VII, defines how to request AV services.

**V. DELEGATION OF AUTHORITY**

- A. The College President has the authority and delegates to the Director of the Learning Resources Division the responsibility to establish procedures to meet the requirements of this policy.

**APPENDIX****VI. RELATED STANDARDS, LEGAL CITATIONS, OR SUPPORTING**

## **DOCUMENTS**

### **VII. OPERATING REQUIREMENTS**

- A. AV requests are typically communicated to AV personnel through the online “Schedule an Event on Campus” form and may also be communicated by emailing the College’s primary AV support employee.