



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.