

Mills College AV Media Services
510-430-2211
av-requests@mills.edu

Hours of Operation:
M-Th 9am-4:30pm
F 9am-3pm

Internal Event Policies

Please contact the AV department any time that you will be using AV equipment!
Even if you are familiar with the space and can operate all the equipment yourself, we may need to switch out batteries or other accessories. We will also assure that the event space is fully operational before your event begins.

If you will be using a computer for projection, AV can provide a "dry run" to test the computer, data projector, network configuration, and/or compatibility of the CD/DVD/etc that will be used for the presentation. We cannot guarantee a successful computer-based presentation if a "dry run" is not performed prior to the event. Our first priority is to do whatever we can to ensure a successful presentation, and there are many factors that contribute to this success.

AV Media Services can provide you with a computer for your event--Mac or PC; please reserve a computer at least 24 hours in advance, and you will be responsible for picking up the computer from the AV office during regular business hours.

*Note that there can be compatibility issues with presentation platforms (Power Point, Keynote, etc.) when using different computers. In order to avoid any compatibility issues, it is strongly advised that you meet with us the day before your event so that we can download and test your presentation on the specific computer.

Please arrive at the space for all events at least 15 minutes before the event start time for assistance with AV setup.