

Internet & IT Services Order Form

Please print and complete all fields.

Event: _____

Event Date: _____

Request Date: _____

Invoice To: _____

Contact: _____ Phone: _____

Email: _____ On-site Phone: _____

Internet Speed

- **Standard:** Light web browsing, social media, small file attachments
- **Premium:** SD webcasting, HD video streaming, larger file attachments
- **Blazing:** HD webcasting, UHD video streaming, large file sharing

Pricing Tiers

- **Shared WIFI**
- **Private WIFI Network**
- **Wired Connection**

Date	Room Location	Speed	Tier	Cost Estimate

IT Tech Support Service* Hourly Rate + HST (min x hour call-in would be required)

All service requests must be submitted 10 business days prior to the event date.

Please return completed form to:

Patrick O’Keefe
 Operations & Events Coordinator
 St. John’s Convention Centre
 pokeefe@sjcc.ca
 or fax to: 709-576-8467