Media Equipment Request

For College faculty & staff: Use this form to request media equipment set up & assistance or email Dennis Sanford. Print a copy of the completed form for your own records before clicking Submit.

Name: ________________________________

Email: ________________________________

Phone Number: ________________________

Today's date: ________________

Date Equipment Needed: ________________

If this is a recurring request, identify all dates.

________________________________________

________________________________________

Start Time of Class/Event: ________________

Room # or Location: ______________________

Purpose of Event (if other than a class): ______________________

If the event is a satellite downlink, will it be recorded? (please circle)  Yes  No

Select each item needed:

☐ Camcorder/ tripod
☐ Audio Cassette Recorder
☐ Data/video projector
☐ Overhead Projector
☐ VCR
☐ Sound System
☐ Monitor
☐ Slide Projector
☐ 16mm Projector
☐ Laptop  *Software other than MS Office will need
<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Projection Screen</td>
<td></td>
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<tr>
<td>Other</td>
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*Please note:* College equipment cannot be loaned to non-College off-campus users.