



Media Services Equipment Request Form

All lines with asterisks must be filled out completely before submitting the request.
Please submit only one form per course section.

*Name : _____

*Phone : _____

*Email : _____

*Class Code /Program Title :

*Building : _____

*Room Number : _____

*Please select one :

Single Date : _____

Multiple Dates : _____

Semester: _____

*Times Needed (AM/PM) :

*Start : _____

*End : _____

Equipment Needed (Check all that apply)

LCD Projector

With Laptop _____

Without Laptop _____

TV Monitor

With DVD _____

With VHS _____

With DVD/VHS _____

Video Projection

With DVD _____

With VHS _____

With DVD/VHS _____

35mm Slide Projector

Single Unit _____

Double Unit _____

Other : _____

Overhead Projector _____

Boombox _____

Digital Video Camcorder _____

Digital Still Camera _____

Document Camera/Visual Presenter (“Elmo”) _____

Request Policies:

- For the best service we recommend that requests be made at least 48 business hours before the equipment is needed.
- The Department is not normally available on weekends. Please submit requests for weekend service by the previous Tuesday.
- Equipment may be requested for use on campus. Faculty requests for off-campus instructional use of equipment must be approved by the Director or Assistant Director of Media Services.
- Students may only order through a faculty request.