

AUDIO VISUAL REQUEST FORM

The A.V. Department needs 3 days notice for delivery requests.

Dates needed: _____

Time: _____

(include beginning and end time)

Days of the week: _____

Equipment is needed all semester? (check one):

No _____ Yes _____

Room number: _____

Instructor (full name): _____

Course : _____

Contact phone numbers: _____

EQUIPMENT

35mm Projector _____

Overhead Projector _____

Cassette Taperecorder _____

Portable P.A. System _____

TV/VCR _____

TV/DVD _____

CD Player _____

Video Projector (LCD Proj.)/
VCR/ Speaker _____

PowerPoint Projector
(LCD projector) _____

Extension Cord _____

Carousel Slide Tray _____

TURN OVER THIS FORM, READ THE GUIDELINES AND SIGN AT THE BOTTOM!

Laney College – Audio Visual Department
Faculty A.V. Equipment Request: Policy/Procedures

- In order to insure availability, organize staffing, and prevent last minute rush requests the **A.V. dept needs 3 days notice to reserve equipment**. This is the case whether the equipment is being delivered or the instructor is picking it up.
- Fill out A.V. equipment request forms completely and accurately. Students may not fill out the form for their instructors. No requests will be taken over the phone. Please use the Listening Viewing Center's help window in L101 to discuss all A.V. requests with staff.
- Do NOT move equipment from one room to another without first checking with the A.V. Department.
- If a class is cancelled or changed, contact the A.V. department (xt. 3485) so that the request form can be updated.
- Be sure to lock the door behind you when leaving a classroom. This is how equipment is stolen or goes missing.
- Student workers in the A.V. Dept. will only deliver and release equipment to faculty that are on the delivery schedule. If a faculty member is not on the delivery schedule but feels that they turned in a request form, then faculty should ask the student to look up the original request form to determine if an error has been made. If the form indicates the faculty should be on the schedule, then the student will deliver the equipment. If the form is incorrect or the form is not on file, then the students will not be able to release the equipment without the approval of an A.V. staff member.
- You are expected to know how to operate the equipment that you are requesting. You may make an appointment with A.V. staff for training.
- Staff will check the equipment on delivery but if equipment does not seem to be working properly, please take the time to check a few basic things:
 - Check to make sure it is plugged in and there are no loose connections.
 - Check to make sure there aren't any loose connections
 - Make sure overhead projector legs are opened all the way.
 - If using a LCD projector (PowerPoint), and it stays on the blue screen try pushing the "input" button on the projector. Push this button slowly and firmly. Do not push it more than two times or you may break the equipment.
 - If none of the above works, call the A.V. Dept. and let them know but also place a note on the equipment.
- Please continue to treat our student workers/staff with respect and courtesy. They are doing a difficult job with extremely limited resources.

Faculty Signature

A signature on the line above indicates that the party has read the guidelines.