

## AUDIOVISUAL REQUEST FORM

### **THE AV DEPARTMENT NEEDS 3 DAYS NOTICE FOR DELIVERY REQUEST**

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 number: \_\_\_\_\_

### **EQUIPMENT**

LCD projector \_\_\_\_\_

Laptop \_\_\_\_\_

MAC adaptor \_\_\_\_\_

Speaker \_\_\_\_\_

Microphone \_\_\_\_\_

Ext. Cord \_\_\_\_\_

TV/DVD/VCR \_\_\_\_\_

DVD/ VHS Player \_\_\_\_\_

CD player \_\_\_\_\_

Cassette Taperecorder \_\_\_\_\_

Overhead \_\_\_\_\_

Remote control \_\_\_\_\_

### **COMBO CARTS**

LCD projector

DVD/VHS player

Speaker, Ext cord \_\_\_\_\_

LCD projector

Laptop, speaker.

Ext. cord \_\_\_\_\_

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

## INFORMATION AND POLICIES AUDIO VISUAL SERVICES

- The AV Department require 3 days in advance for delivery and set up.
- Fill out AV equipment request forms completely and accurately. Students may not fill out the form for the instructors or provide equipment without the Supervisor approval. No request will be taken over the phone. Forms available at the AV Dept. L-102 or online under the Library site.
- We can provide computer carts, LCD video projectors, overhead projectors, and audio-cassette and CD players, VCR and DVD players, speakers and portable audio systems.
- Do not move equipment from one room to another without first checking with the AV Department. Also lock the doors when leaving a classroom. This is how equipment goes missing.
- If a class is cancelled or changed, contact the AV Department. (xt.3485). Also, contact us in case you do not need the equipment on a specific day or if you are not coming.
- **For Smart Carts contact your VP, Dean or Supervisor.**
- You are expected to know to operate the equipment that you are requesting. You may make an appointment with AV staff for hands on demonstration.
- We strongly recommended to meet with the AV staff to avoid issues with the equipment or presentation platforms.
- Events outside business hours will be considered as overtime.
- Please continue to treat our student workers/staff with respect and courtesy. They are doing a difficult job with extremely limited resources.

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*Faculty Signature*

**A signature on the line above indicates that the party has read this information**