



MEDIA SERVICES EQUIPMENT REQUEST FORM



PLEASE FILL OUT COMPLETELY AND **FAX TO 248-204-3026**
OR **SUBMIT TO ROOM T-124**

SUBMIT A SEPARATE EQUIPMENT REQUEST FORM FOR EACH DATE AND LOCATION NEEDED. FORMS MUST BE RECEIVED IN THE MEDIA SERVICES OFFICE, T-124, AT LEAST 2 WORKING DAYS IN ADVANCE OF DATE DESIRED.

Contact Person: _____ Dept./Affiliation: _____ Phone/Ext. _____

Email: _____ Name of Event: _____

Day Desired: _____ Date Desired: _____ Today's Date: _____

Room: _____ Actual Starting Time: _____ AM/PM Completion Time: _____ AM/PM

- DVD/VHS VCR/TV Playback
- Data Projector (*for laptop/PowerPoint)
 - No audio required for presentation
 - Presentation *WITH AUDIO*
 - *NOTE:* users must provide their own laptop
- Slide Projector w/Remote Control
 - Remote Control Extension Cord _____ft. required
- Overhead Projector (for transparencies)
- Cassette Player/Recorder
- CD Player (boom-box)
- 72" x 72" Tripod Projection Screen
- Electrical Extension Cord _____ft. required
- Operator
 - Time: From: _____ AM/PM
 - Until: _____ AM/PM
- Lectern Light
- House Sound – M218, M336 (circle one)
- House Sound – Cafeteria
- House Sound – UTLC Gallery
- Lear Auditorium – T429
 - *Laptop Presentation, *without* audio
 - *Laptop Presentation, *with* audio
 - Single Slide Projector Presentation
 - Dual Slide Projector Presentation
 - VHS Videotape Playback
 - CD/DVD Playback (stand alone unit on cart)
 - *CD/DVD Playback (via user's own laptop)
 - Microphone on Lectern
 - *NOTE:* user must provide their own laptop
- Microphones
 - On Floor Stand @ Lectern
 - Table Mic
 - Lavalier

NOTE: A-200 arrangements should be made with College of Architecture

Other:

FOR OFFICE USE ONLY - DO NOT WRITE IN THIS BOX – rev. 7-9-09

Date Rec'd: _____ Comments: _____
Time: _____ AM / PM _____
Set-Up: _____ Return _____

- Mail
- Office
- Fax
- _____