



### Classroom Technology Audio Video (AV) Resource Request

Please complete this form and submit it to [elearning@ltu.edu](mailto:elearning@ltu.edu) . Most requests require a one-week notice to schedule equipment and technicians. Events taking place on weekends or after normal business hours may require additional notice.

Please pick up and drop off AV equipment within 15 of the times below. By completing this form and leasing the media equipment, the lessee is liable for any loss or damage incurred during the loan period subject to the discretion of Lawrence Technological University.

Classroom Technology AV Resource Request			
REQUESTED BY		COLLEGE	DEPARTMENT
PHONE	ALT PHONE		EMAIL
LOCATION NEEDED AT		REASON NEEDED	
DAY REQ	TIME REQ	RETURN DATE	RETURN TIME
EQUIPMENT TYPE REQUESTED		<input type="checkbox"/> VHS Player <input type="checkbox"/> Tripod <input type="checkbox"/> LCD Projector <input type="checkbox"/> AV Cart (TV & DVD/VHS Combo Player) <input type="checkbox"/> Microphone <input type="checkbox"/> Overhead Projector <input type="checkbox"/> Power Ext. Cord <input type="checkbox"/> Speakers <input type="checkbox"/> Digital Camera <input type="checkbox"/> Power Strip <input type="checkbox"/> Other <input type="checkbox"/> Document Camera <input type="checkbox"/> RCA AV Cable <input type="checkbox"/> Video Camera <input type="checkbox"/> SVGA Computer Cable <input type="checkbox"/> DVD Player	
(Please refer to the list on the right)		1. ARTS AND SCIENCES BUILDING S211A	
I WILL PICK UP THE EQUIPMENT AT		2. eLEARNING SERVICES SUITE (B BLDG)	
I WILL DROP OFF THE EQUIPMENT AT		3. HELP DESK AREA	
NOTES		4. OTHER (Please Specify)	
TECHNICIAN SUPPORT (IF NEEDED)			
DATE NEEDED		LOCATION	
START TIME		END TIME	
REASON FOR TECH			
ADDITIONAL NOTES			
OFFICE USE ONLY			
DATE EQUIPMENT RETURNED		RECEIVED BY	