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.

☐ Please confirm, at your earliest convenience, receipt of this form via my email address - ________________

Contact Person: __________________________ Dept./Affiliation: __________________ Phone/Ext. ________

Email: __________________________ Name of Class/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

☐ Lectern Light
☐ 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

☐ House Sound – UTLC Gallery
☐ House Sound – ☐M218, ☐M336
☐ House Sound – Fieldhouse
☐ Lear Auditorium – T-429
   ☐ 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 floor stand at Lectern
     *NOTE: user must provide their own laptop

☐ Microphones
   ☐ On Floor Stand @ Lectern
   ☐ Table Mic
   ☐ Lavaliere

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

Other:

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FOR OFFICE USE ONLY - DO NOT WRITE IN THIS BOX – rev 6. 10-6-10

Date Rec’d: _________________ Comments: ______________________________

Time: ________________ AM / PM

Set-Up: ________ Return _________ OUTSIDE RENTAL CHARGE ________________

☐ Mail
☐ Office
☐ Fax
☐ __________