

Date: _____ Rcv'd By: _____ Event #: _____ Job Completed By: _____

AUDIOVISUAL EQUIPMENT ORDER

Name: _____ Phone: _____

Dept: _____ Fax: _____
M&D SON NSG HWH SMH EDC HH

Box: _____ E-mail: Global Other _____

Date(s) Needed: _____

Start Time: _____ End Time: _____ Room#/Location: _____

	Customer Pick-Up Only *	Delivery
<u>Audio Equipment:</u>	audio cass player/recorder portable PA	audio system setup phone conf system lectern w/ sound system clip-on mic table mic clip-on mic(wireless)
<u>Visual Equipment:</u>	slide proj & tray slide tray caramate overhead overhead/roll camcorder ext cord tripod screen laser pointer aud power key _____	TV/VCR combo dual slide proj slide proj remote control 25ft/100ft auditorium proj/vhs portable video proj

ALL equipment delivered to Aud's (K-207, K-307, Whipple, Upper and Adolph)

*Pick-Up is at the Office for Educational Resources (rm. 2-7507)

Data Projection: lcd/overhead 640x480* lcd/overhead 1028x780* Epson 640x480*

First Time User K-207 data/proj K-307 data/proj Whipple data/proj

*Your computer display setting must be set no higher than this etting

SON only computer needs: LCD panel/ovh Computer Network connection

For Technical assistance contact the Media staff at 5-1973.

Comments & Special Requests: _____

Office Use Only

**Completed forms are to be returned to the Office for Educational Resources, rm 2-7507, Box 709,
Global E-mail: RoomScheduler, or fax 756-5328.**

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Requisition: Attached (#) _____ Pending

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