

IRM / MEDIA CENTERS

AUDIOVISUAL EQUIPMENT AND SERVICES REQUEST FORM

Complete and submit this form to the Media Center for clearance

(John S. Bailey Library room 117 or Communications Building room 1105)

***Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Department/Office: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***(to be filled by Media Center personnel)***

***Ext. Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Request Date\*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***EVENT/ACTIVITY DESCRIPTION***

***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ Hours From: \_\_\_\_\_\_\_\_\_\_ To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Return Date\* (to be filled by Media Center personnel):

Place: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Describe audiovisual equipment and services needed for the event:

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NO

YES

Should an operator be available during the event?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Requestor Media Center clearance

Upon clearance, please attach this form to your requisition for the event.

\***Requests should arrive at the Media Center at least 3 working days before the day of the event and are treated on first-come first-serve basis.**

**Return date cannot be more than 3 weeks from the event/activity date.**

The Media Center may provide services and audiovisual equipment like: computers, video/DVD players, video/data projectors, slide projectors, CD players, screens, TV’s, microphones, whiteboards, digital cameras and video cameras.