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## Academic Technology Equipment Request Form (Florham Campus)



**FAIRLEIGH  
DICKINSON  
UNIVERSITY**

Please fill out this form, choose the equipment that you require, print it and fax it to us at  
973 -443-8584

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### Contact Information

Contact Name

Department

E-mail

Phone Number

Room Number

Event Date

Start Time

End Time

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### Equipment Request Information

Projection Screen

Audio Cables  
(for laptop  
audio)

Document Camera

Amplifier/  
Microphones

Portable Data Projector (for  
connecting to laptop)

Extension  
Cords

Data Cables (loaned at the start  
of semester to hook up to the  
ceiling data projectors)

Digital  
Camcorder  
and Tripod

Other Comments/Request

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**NOTE: EQUIPMENT REQUESTS MUST BE SUBMITTED AT LEAST 24 HOURS IN ADVANCE DURING REGULAR BUSINESS HOURS FOR THEM TO BE HONORED. LATE OR SAME DAY REQUESTS WILL NOT BE FULFILLED, NO EXCEPTIONS! ALSO, PLEASE NOTE THAT WE DO NOT SUPPLY LAPTOPS, PODIUMS/LECTERNS, CHALKBOARDS, OR EASLES.**

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OAT STAFF

**Miguel De-Los Santos, Senior Instructional & Technical Support Technician,  
Phone: 973 443 8526 Fax: 973 443 8584 Mail Stop: M-LA0-02**