Academic Technology Equipment Request Form (Metropolitan campus)

FAIRLEIGH DICKINSON UNIVERSITY

Please fill out this form entirely, print it and fax it to us at 201-692-2101.
See additional notes at the bottom of request sheet

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<table>
<thead>
<tr>
<th>Contact Information</th>
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</thead>
<tbody>
<tr>
<td><strong>Contact Name</strong></td>
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<tr>
<td><strong>Department</strong></td>
</tr>
<tr>
<td><strong>Phone Number</strong></td>
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<tr>
<td><strong>Email</strong></td>
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</tbody>
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<table>
<thead>
<tr>
<th>Event Location</th>
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</thead>
<tbody>
<tr>
<td><strong>Event date</strong></td>
</tr>
<tr>
<td><strong>Setup Start time</strong></td>
</tr>
<tr>
<td><strong>Event Start Time</strong></td>
</tr>
<tr>
<td><strong>Event End Time</strong></td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>Equipment requested</th>
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</thead>
<tbody>
<tr>
<td><strong>Projector with screen</strong></td>
</tr>
<tr>
<td>Quantity ____</td>
</tr>
<tr>
<td>Cables to projector (VGA cable)</td>
</tr>
<tr>
<td>Quantity ____</td>
</tr>
</tbody>
</table>

Note - 10 to 15ft of clearance is needed between projector and screen at setup.

<table>
<thead>
<tr>
<th>Digital Camcorder W/Tripod</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quantity ____</td>
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</table>

Note - Device to save recording upon completion.

<table>
<thead>
<tr>
<th>Wired Microphone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quantity ____</td>
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</table>

Note - The maximum amount of microphones that can be used in a room can vary. Please confirm with us the amount needed to ensure requirement can be met.

<table>
<thead>
<tr>
<th>Wireless / Handheld Microphone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quantity ____</td>
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</tbody>
</table>

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NOTE: EQUIPMENT REQUESTS MUST BE SUBMITTED AT LEAST 24 HOURS IN ADVANCE DURING NORMAL BUSINESS HOURS. LATE OR SAME DAY REQUESTS WILL NOT BE FULFILLED, NO EXCEPTIONS! WE DO NOT SUPPLY COMPUTERS, EXTENSIONS OR POWER SUPPLIES. IF PODIUMS/LECTERNS, EASLES, CHALKBOARDS, OR ANYTHING NON-ELECTRONIC IS NEEDED, PLEASE CONTACT FACILITIES TO SEE IF THEY CAN HELP. A DIAGRAM/DRAWING OF ROOM ORIENTATION WOULD BE HELPFUL FOR EQUIPMENT PLACEMENT IN LIEU OF COORDINATOR PRESENCE AT SETUP TIME. IF POSSIBLE, PLEASE PROVIDE SAID DIAGRAM/DRAWING ON A SEPARATE SHEET FOR CLARITY. SOME ORIENTATIONS MAY NEED TO BE MODIFIED FOR OPTIMAL PICTURE QUALITY.

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Office of Academic Technology (OAT) staff

Jack Charpentier, Instructional and Technical Support Specialist
Phone: (201) 692-2360 Fax: (201) 692-2101 Mail Stop: T-WL1-01

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NOTE: If other connection is required, please contact us directly to make arrangements.

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Other equipment / Comment

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Phone: (201) 692-2360 Fax: (201) 692-2101 Mail Stop: T-WL1-01