



Academic Technology Equipment Request Form

Name	<input type="text"/>	Room	<input type="text"/>	
Phone	<input type="text"/>	Event Date	<input type="text"/>	
Dept	<input type="text"/>	Start Time	<input type="text"/>	
Course Name and Number	<input type="text"/>		End Time	<input type="text"/>

Please fill out this form, choose the equipment that you require and fax it to us on the number listed at the bottom of this form.

- PROJECTION SCREEN
- TV with DVD/VCR
- AUDIO CABLES (for laptop audio)
- PORTABLE DATA PROJECTOR (for connection to laptop)
- DOCUMENT CAMERA
- AUDIO CASSETTE PLAYER/RECORDER
- AMPLIFIER/MICROPHONES
- ADAPTER for MAC NOTEBOOKS (for use with Data Cables - please specify *DVI, MiniDVI OR Mini-DisplayPort* connection)
- DATA CABLES (loaned at semester's start, for use with ceiling data projectors)
- DVD/VCR HOOKUP (for connection to ceiling data projector)
- MINI DVD CAMCORDER & TRIPOD (*note: blank mini-DVDs not provided by Academic Technology*)

Equipment Help Sheet (please specify)

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 EASELS!

ACADEMIC TECHNOLOGY, METROPOLITAN CAMPUS

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