

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

Contact Information

Contact Name	<input type="text"/>		
Department	<input type="text"/>		
Phone Number	<input type="text"/>		
Email	<input type="text"/>		
Event Location	<input type="text"/>		
Event date	<input type="text"/>	Additional Dates / Frequency	<input type="text"/>
Setup Start time	<input type="text"/>	Note - If Equipment needed	
Event Start Time	<input type="text"/>	varies by date, fill out separate	
Event End Time	<input type="text"/>	requests per event.	

Equipment requested

Note - Please confirm with presenter the type of cables required (if needed) PRIOR to request submission.

Projector with screen	Quantity	_____	Cables to projector (VGA cable)	Quantity	_____
Note - 10 to 15ft of clearance is needed between projector and screen at setup.			Note - If other connection is required, please contact us directly to make arrangements		
Digital Camcorder W/Tripod	Quantity	_____	Speakers / AMP (AUX cable)	Quantity	_____
Note - User is responsible to provide device to save recording upon completion.			Note - If other connection is required, please contact us directly to make arrangements		
Wired Microphone	Quantity	_____	Wireless / Handheld Microphone	Quantity	_____
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.					

Other equipment / Comment

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.

Office of Academic Technology (OAT) staff

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