

Academic Technology Equipment Request Form (Florham campus)



**FAIRLEIGH
DICKINSON
UNIVERSITY**

Please fill out this form entirely, print it and fax it to us at 973-443-8584.

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"/>		
Course Location	<input type="text"/>		
Course Number	<input type="text"/>	Course Start and End date	<input type="text"/>
		Dates equipment is not needed	<input type="text"/>
Course Start Time	<input type="text"/>	(if any)	
Course End Time	<input type="text"/>		

Equipment requested

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

Projector with screen	Quantity	<input type="text"/>	Cables to projector (VGA cable)	Quantity	<input type="text"/>
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	<input type="text"/>	Speakers / AMP (AUX cable)	Quantity	<input type="text"/>
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	<input type="text"/>	Wireless / Handheld Microphone	Quantity	<input type="text"/>
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
 Miguel De Los Santos, Senior Instructional & Technical Support Technician
 Phone: (973) 443-8526 Fax: (973) 443-8584 Mail Stop: M-LA0-02