**Contact Information**

- **Contact Name**
- **Department**
- **Phone Number**
- **Email**
- **Course Location**
- **Course Number**
- **Course Start and End date**
- **Course Start Time**
- **Course End Time**

### Equipment requested

- **Projector with screen** Quantity ___  
  Note - 10 to 15ft of clearance is needed between projector and screen at setup.

- **Cables to projector (VGA cable)** Quantity ___  
  Note - If other connection is required, please contact us directly to make arrangements.

- **Digital Camcorder W/Tripod** Quantity ___  
  Note - User is responsible to provide device to save recording upon completion.

- **Speakers / AMP (AUX cable)** Quantity ___  
  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, EASELS, 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

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