

# AV Equipment Request Form

Name: \_\_\_\_\_ Department: \_\_\_\_\_

On \_\_\_\_\_, there will be a program in the: (Check one)  
(Date)

- \_\_\_\_\_ Community Room
- \_\_\_\_\_ Board Room
- \_\_\_\_\_ Children's Room
- \_\_\_\_\_ Other

The following equipment will be needed: (Check one or more)

- \_\_\_\_\_ Monitor w/VCR
- \_\_\_\_\_ TV & VCR
- \_\_\_\_\_ Video Player
- \_\_\_\_\_ Slide Projector
- \_\_\_\_\_ Overhead Projector
- \_\_\_\_\_ Sharp Projector
- \_\_\_\_\_ Laptop Computer
- \_\_\_\_\_ Lite Pro Projector
- \_\_\_\_\_ 16mm Projector
- \_\_\_\_\_ Microphone
- \_\_\_\_\_ Extension Cord
- \_\_\_\_\_ Other

Please submit request for equipment to the AV Department 2 weeks before the program date.