

# AUDIO & VIDEO SYSTEMS & SERVICES GROUP

## SERVICE REQUEST FORM

### Your Information

Requested by:

Extension:

Campus Department/Organization:

### Event Information

Event Location/Room Number:

Event Date:

Event Begin Time:

Event End Time:

Event Type:

Approx. # of Attendees:

### Equipment Request Section

VHS Player & Color Monitor

VHS Player & Video Projector

DVD Player & Color Monitor

DVD Player & Video Projector

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Computer Data Projector

Overhead Projector

35mm Slide Projector

Portable Projector Screen

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VHS Camcorder with Tripod\*

Audio Cassette Playback

Audio Cassette Recorder\*

16mm Film Projector

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Public Address System

Please indicate the number of items requesting:

Podium Microphone(s)

Wireless Lavalier Microphone(s)

Free Standing Microphone(s)

Table Microphone(s)

Wireless Handheld Microphone(s)

Mult Box (for press feeds)

**Requests must be made 24 hours in advance. Please contact us if you have any questions x2296.**

*\*Please note AV does not supply video or audio tapes.*