



IRM / MEDIA CENTERS

AUDIOVISUAL EQUIPMENT AND SERVICES REQUEST FORM

Complete and submit this form to the Media Center for clearance
(John S. Bailey Library room 117 or Communications Building room 1105)

Name: _____

Department / Office: _____

Ext. Number: _____ Request Date*: _____ *(to be filled by Media Center personnel)*

EVENT/ACTIVITY DESCRIPTION

Date: _____ Hours From: _____ To: _____

Return Date* (to be filled by Media Center personnel):

Place: _____

Describe audiovisual equipment and services needed for the event:

Should an operator be available during the event? YES NO

Signature of Requestor

Media Center clearance

Upon clearance, please attach this form to your requisition for the event.

***Requests should arrive at the Media Center at least 3 working days before the day of the event and are treated on first-come first-serve basis.**

Return date cannot be more than 3 weeks from the event/activity date.

The Media Center may provide services and audiovisual equipment such us: computers, video players, video/data projectors, CD/tape players, slide projectors, overhead projectors, screens, microphones, whiteboards, digital cameras and video cameras.