

# PLTS Audio-Visual Request Form

*For Internal Use*

(Revised 31 January 2011)

To be submitted separately with the PLTS Facilities Request Form to the Office of the Deans.

All audio-visual requests must be submitted at least five working days prior to the course or event in order to secure equipment availability and personnel for equipment set-up and/or operation.

Today's Date:

## Setup Information:

Please enter your course or event information below. Please fill out a separate Facilities Reservation Request Form to reserve a room or location. Please fill out a separate Audio-Visual Request Form for each room or location used during a course or event if audio-visual equipment, set-up, and/or operation are required. If equipment, set-up, and/or operation are recurrent for a course or event, please note this in the check box and specify an end date.

Name:  Department:

Course/Event:

Date:  Starting Time:  Ending Time:

Location:   Recurrence End Date:

Phone:  (  )  E-mail:

## Equipment Requested:

Please note that we cannot guarantee that equipment, set-up personnel, and/or equipment operators will be available for your request. Once a request is approved, you will be placed in contact with set-up or operation personnel if available. ***Please note that if you require equipment set-up or operation personnel to be present during the event, there will be an additional charge.*** Should personnel not be available, the instructor teaching the course or the department hosting the event is responsible for any set-up or operation of equipment.

- Television       VCR       DVD       LCD Projector       Projector Screen  
 Sound System - Chapel       Sound System - Sawyer Hall

***Please note that PLTS does not provide laptops for use with LCD projectors. Please bring your own laptop and any adaptor(s) required for interface with the LCD projector.***

### For PLTS Use Only

Date Booked on Calendar \_\_\_\_\_

Booked by \_\_\_\_\_

Date Booked with Set-up/Operation Personnel \_\_\_\_\_

Set-up/Operation Personnel \_\_\_\_\_