

## AUDIO - VISUAL REQUEST

Date: \_\_\_\_\_

Conference Room: \_\_\_\_\_

Time: From: \_\_\_\_\_

To: \_\_\_\_\_

Requestor: \_\_\_\_\_

Extension: \_\_\_\_\_

### Check Equipment Desired

\_\_\_\_ Overhead Projector

\_\_\_\_ Microphone, Lectern

\_\_\_\_ TV Monitor

\_\_\_\_ Proxima

\_\_\_\_ Lavalier Mic

\_\_\_\_ 1/2" VHS VCR

\_\_\_\_ Slide Projector

\_\_\_\_ Microphone (floor)

\_\_\_\_ Videoconferencing

\_\_\_\_ Laser Pointer

\_\_\_\_ Microphone (table)

\_\_\_\_ Video Projection System

\_\_\_\_ Extension Cord

\_\_\_\_ Lecternette

\_\_\_\_ Video Tape Meeting

\_\_\_\_ Satellite Downlink

\_\_\_\_ Audiocassette

Record     Playback  
(For Conference Room Use Only)

PSC-6 (7/00)

Created by: PSC Media Arts Branch (301) 443-2454 EF

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