

# Request for Audio/Video Equipment in Classrooms

Please return this form to Rosa James' faculty mailbox, her desk across from room 3.25, or by fax at 251-9534 no less than one week in advance of the time the equipment is requested

Filling out this form ensures that classroom equipment such as TV/VCR/DVD carts, overhead projectors, and slide projectors will be available for your classes. You will be contacted by phone or email if equipment is not available as requested.

For non-class events please contact our events coordinator, Kathy Harrison, to reserve rooms and to request A/V equipment and tech support. If you need immediate assistance, contact Ian Hollis at 251-9570 or call the information desk at 251-8400 and ask them to contact Ian.

Several of our classrooms have permanently installed or mobile equipment consoles. Permanent consoles are installed in rooms 1.07, 1.29, 1.31, 1.32, 1.33, 1.34, 1.35, A2, 2.12, 2.39, 2.40, 2.57, 2.58, and 2.59. For the 2009-2010 school year, semi-permanent mobile consoles are installed in rooms 2.26, 2.34, 2.37, and 3.40. Each of these high-tech classrooms includes a PC, VCR, DVD player, and laptop connection, amplified speakers, a ceiling-mounted LCD projector, and a motorized projection screen. TV carts with VCRs and/or DVD players will not be assigned to those rooms except in special circumstances. If you are unfamiliar with our high-tech classrooms and would like a short lesson on how to use the equipment, please contact Ian Hollis at 251-9570 or [ian.hollis@uconn.edu](mailto:ian.hollis@uconn.edu) to make an appointment; this should take no more than 5 minutes.

Date \_\_\_\_\_

Name \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Day(s) Needed	Equipment requested	Day(s)/Date(s) needed (specify if all semester)	Time(s) needed	Room Number
Monday	<input type="checkbox"/> TV Cart <input type="checkbox"/> With DVD Player <input type="checkbox"/> With VCR	<input type="checkbox"/> Overhead Projector <input type="checkbox"/> Slide Projector		
Tuesday	<input type="checkbox"/> TV Cart <input type="checkbox"/> With DVD Player <input type="checkbox"/> With VCR	<input type="checkbox"/> Overhead Projector <input type="checkbox"/> Slide Projector		
Wednesday	<input type="checkbox"/> TV Cart <input type="checkbox"/> With DVD Player <input type="checkbox"/> With VCR	<input type="checkbox"/> Overhead Projector <input type="checkbox"/> Slide Projector		
Thursday	<input type="checkbox"/> TV Cart <input type="checkbox"/> With DVD Player <input type="checkbox"/> With VCR	<input type="checkbox"/> Overhead Projector <input type="checkbox"/> Slide Projector		
Friday	<input type="checkbox"/> TV Cart <input type="checkbox"/> With DVD Player <input type="checkbox"/> With VCR	<input type="checkbox"/> Overhead Projector <input type="checkbox"/> Slide Projector		
Saturday	<input type="checkbox"/> TV Cart <input type="checkbox"/> With DVD Player <input type="checkbox"/> With VCR	<input type="checkbox"/> Overhead Projector <input type="checkbox"/> Slide Projector		

Additional Information

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Confirmed                  Unavailable                  Signature \_\_\_\_\_

