



Information Technology and Support Services  
**AV Equipment Multiple Setup Request Form**



Must accompany AV Equipment Setup Request Form part A.  
*Please be sure to print all information clearly.*

**AV Equipment To Be Setup**

WO# \_\_\_\_\_

Projector     Screen     Camera     Video Camera     Other \_\_\_\_\_

**Projector to be attached to:**

**Desktop Make/Model:** \_\_\_\_\_

**Laptop Make/Model:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Room:** \_\_\_\_\_

**Number of Presentations:** \_\_\_\_\_  
 (# \_\_\_\_\_ of \_\_\_\_\_)

**Presentation Format/Media:** \_\_\_\_\_  
 (Power Point, Publisher/Thumb drive, CD, etc.)

*Please ensure that each location has sufficient power outlets, network access, etc. to support equipment for planned activity.*

**Extension cord needed? Yes/No** \_\_\_\_\_

**Network cable needed? Yes/No** \_\_\_\_\_

**Requested Setup Date:** \_\_\_\_\_

**Requested Time Frame:** \_\_\_\_\_  
 (From - To)

**Completed by:** \_\_\_\_\_

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

*Please be sure to print all information clearly.*

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