

AUDIO VISUAL SERVICES REQUEST FORM

HEALTH SCIENCE LECTURE HALLS

Please be advised, **ALL** orders must be submitted by **FACULTY/ADMIN/STAFF** at least **ONE WEEK** in advance. **NO** email, phone, fax or interoffice mail orders will be accepted.

AVS HOURS: Monday-Thursday 8AM - 9PM & Friday 8AM - 5PM

LOCATION: Pratt Bldg - Rm 325

TO DOWNLOAD FORMS: www.liu.edu/Brooklyn/About/Offices/AVS

PHONE: 718-488-1348

Date (s) Needed	Select Day	Time	Select Room	
_____/_____/_____ _____/_____/_____	<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday	FROM: _____ am/pm TO: _____ am/pm	<input type="checkbox"/> HS107 <input type="checkbox"/> HS119 <input type="checkbox"/> HS121	
Instructor's Name		Department/Organization	Phone Extension	Additional Contact #
Person Filing Request		Budget # (for Special Events only)	Date Filed	AVS Approval

Check Here for **MULTIPLE DATES**

Check Here for **PERMANENT ORDER**

CHECK OFF EQUIPMENT NEEDED

Rear Projection:

- () Laptop
- () VGA Connection (for your own laptop)
- () Internet Connection
- () Wireless PowerPoint Presenter/Laser Pointer
- () Video Playback: _____ VHS _____ DVD

Microphone:

- () Podium Mic
- () Lavalier Mic

Other:

- () Audio Playback (CD only)
- () _____

Please Sign: _____ **Date:** _____

* **PLEASE READ:** Upon signing the request form you agree to these terms. Please remember that you and your department will be held **accountable** for damaged or missing items. In order to prevent further theft or damage of equipment, please do not leave any smartcarts, projectors, laptops, etc unattended. If a class is cancelled, ends early, or if there is a room change please contact us ASAP (extension # 1348) and have a responsible person stay with the equipment until it is picked up by AVS. If it is not possible for someone to remain in the classroom until AVS arrives, please either return the cart to our office (Pratt 325) or bring it to a secure location and inform us where it can be found. We thank you for your cooperation.