

# AUDIO VISUAL SERVICES REQUEST FORM

## LAPTOPS FOR HUMANITIES SMART ROOMS

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](http://www.liu.edu/Brooklyn/About/Offices/AVS)

**PHONE:** 718-488-1348

Date (s) Needed	Select Day	Time	List 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	Humanities _____	
Print 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**

Laptops come with: carrying case, power supply, and Smart Board kit.  
WiFi (wireless internet connection) is enabled in all Smart Rooms.

**Please Sign:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\* **PLEASE READ:** Upon signing the request form you agree to these terms. All professors are responsible for ***pick up and return*** of laptops. Please remember that you and your department will be held **accountable** for damaged or missing items. We thank you for your cooperation.