

# STUDENT LIFE & LEADERSHIP DEVELOPMENT REQUEST FORM

## AUDIO VISUAL SERVICES

Please be advised, **ALL** orders must be submitted by **FACULTY/ADMIN/STAFF** at least **TWO WEEKS** in advance. **NO** email, phone, fax or interoffice mail orders will be accepted. **ALL** equipment requests must fall within AVS operating hours. Before the request is accepted, forms require 2 signatures (Faculty Advisor & Student Life). **ALL** requests must be approved by the AVS director, Robert Barr, before equipment can be released.

**AVS HOURS:** Monday-Thursday 8AM - 9PM & Friday 8AM - 5PM  
**TO DOWNLOAD FORMS:** www.liu.edu/Brooklyn/About/Offices/AVS

**LOCATION:** Pratt Bldg - Rm 325  
**PHONE:** 718-488-1348

Date Needed	Select Day	Time	Select Building	Deliver to Room
____/____/____	___ Monday	<b>FROM:</b> _____ am/pm	<input type="checkbox"/> Health Science <input type="checkbox"/> Humanities <input type="checkbox"/> LLC <input type="checkbox"/> Main <input type="checkbox"/> Pharmacy <input type="checkbox"/> Pratt <input type="checkbox"/> WetLab <input type="checkbox"/> WRAC	
	___ Tuesday			<b>Pickup from Room</b>
	___ Wednesday	<b>TO:</b> _____ am/pm		
	___ Thursday			
	___ Friday			
<b>Faculty Advisor's Name</b>		<b>Department/Organization</b>	<b>Phone Extension</b>	<b>Additional Contact #</b>
<b>Person Filing Request</b>		<b>Budget #</b> (for Special Events only)	<b>Date Filed</b>	<b>AVS Approval</b>

### PLEASE CHECK OFF EQUIPMENT NEEDED

#### HS Conference Halls:

- Laptop
- VGA Connection (for your own laptop)
- Internet Connection
- Lavalier Microphone
- Podium Microphone
- Wireless PowerPoint Presenter
- Video Playback: \_\_\_ VHS \_\_\_ DVD
- Audio Playback (CD only)

#### LLC515 Smart Room Set Up (In Room System):

\*Check your needs: \_\_\_ PC \_\_\_ DVD \_\_\_ Lavalier Mic

#### Special Needs:

- Spotlight
- Microphone(s) : \_\_\_ Desk Stand \_\_\_ Floor Stand
- Other \_\_\_\_\_

#### All Other Rooms/Facilities:

- DVD/VHS Player & Flat Panel TV
- Smartcart  
\*Set up includes: Computer, Multimedia Projector, DVD/VHS Combo & Sound System. Check additional needs:  
\_\_\_ Internet \_\_\_ Wireless PowerPoint Presenter
- Multimedia Projection Cart  
\*Projector for those with their own Laptop. Set up includes: Multimedia Projector, DVD/VHS Combo & Sound System. Check additional needs:  
\_\_\_ Internet \_\_\_ Sound \_\_\_ Wireless PowerPoint Presenter
- Overhead Projector - **SELF PICKUP**
- 35mm Slide Projector w/ Tray - **SELF PICKUP**
- Standing Projection Screen
- Video Camera - **SELF PICKUP** Check desired format:  
\_\_\_ MiniDV \_\_\_ Hard Disk \_\_\_ USB FlipCam
- Digital Camera w/ Memory Card (Still Pix) - **SELF PICKUP**
- Tripod - **SELF PICKUP**
- CD/Cassette Player - **SELF PICKUP**
- USB Digital Voice Recorder - **SELF PICKUP**

**Faculty Advisor's Signature:** \_\_\_\_\_

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

**Authorized Student Life Signature:** \_\_\_\_\_

**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 an event 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 room 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. See Reverse Side for Off Campus & Extended Usage.