

AUDIO-VISUAL EQUIPMENT REQUEST

To request audio-visual equipment or to have equipment or sound set up, return the completed form to the audiovisual department located in the Adams/Vines Library. **WORK ORDERS NEED TO BE SUBMITTED 2 TO 3 DAYS IN ADVANCE** of the date equipment or set up is needed. Requests may be submitted by Fax: 870-762-5534 or emailed to lboesen@smail.anc.edu. Call x1233 with questions.

DATE: _____

REQUESTED BY: _____ DEPT: _____

DATE AND TIME NEEDED: _____

EQUIPMENT REQUESTED: _____

LOCATION TO BE SET UP: _____

DATE TO BE REMOVED _____

FOR OFFICE USE ONLY:

Date received: _____

Date Completed: _____

8/2010