



Audio/Visual Request Form

PLEASE PRINT CLEARLY

First Name

Last Name (Surname)

Company Affiliation

E-mail address

Check all items that you will need for your presentation:

Overhead Projector

- Wireless remote control
- Slide Tray – 80 slot carousel
- 25” Remote Control Extension

35mm Slide Projector

- Wireless remote control
- Slide Tray – 80 slot carousel
- 25” Remote Control Extension

Conference Aids

- Large Whiteboard
- Small Whiteboard
- Laser Pointer
- Projection Cart w/Skirt
- Podium
- Speakerphone
- Other: _____

Screens

- One Screen Set-up
- Two-Screen Set-up

Video Systems

- VHS Player, 25” Monitor and Cart (NTSC Format)
- Video Monitor
- Computer/Data Monitor
- LCD Panel for Overhead
- LCD Projector

Sound Equipment

- Hand Held Microphone
- Lavalier Microphone
- Wireless Hand Held Microphone
- Wireless Lavalier Microphone

Computer for PowerPoint presentations will be available.