



SAINT PETER'S COLLEGE

Media Services Request

Must Be Returned At Least 7 Days Prior To Event

LATE REQUESTS WILL NOT BE HONORED

To: Media Services (William Knapp)

From:

Date:

Re: Media Services Request

Date of Event:		Location of Event:	
Time and Duration:		Department:	
Contact Person:		Phone Number:	
Set-Up Time:			

Title of Event:

- | | | |
|--|---|--|
| <input type="checkbox"/> Audio Cassette Recorder | <input type="checkbox"/> Screen | <input type="checkbox"/> Conference Phone |
| <input type="checkbox"/> CD Player | <input type="checkbox"/> Internet Connection | <input type="checkbox"/> Background Music |
| <input type="checkbox"/> LCD Data Project Only (will bring own laptop) | <input type="checkbox"/> 35mm Slide Projector | <input type="checkbox"/> Microphones @
Podium _____
Table(s) _____
Floor Standing _____
Wireless _____ |
| <input type="checkbox"/> LCD Data Projector w/computer | <input type="checkbox"/> TV/VCR Cart | <input type="checkbox"/> No service(s) Required |
| <input type="checkbox"/> Overhead Projector | <input type="checkbox"/> Video Recording | |
| <input type="checkbox"/> Floor Plan Diagram Attached | | |

ALL MAINTENANCE AND INSTRUCTIONAL RESOURCES REQUESTS MUST BE MADE AT LEAST SEVEN DAYS BEFORE DATE OF EVENT