

Audio Visual Center
 Richard J. Daley College

Please complete this request for A/V Service In full and submit to the Audio-Visual Center
 THREE DAYS IN ADVANCE of the date it is needed.

Occasionally there may be a delay of a few minutes due to overcrowded elevators and/or multiple
 and simultaneous deliveries and pick-ups. Your understanding and cooperation are greatly
 appreciated. Thank you from the A/V. center. If after submitting this form, there are changes
 such as class times, room numbers, etc. please call us at (773) 838-7671.

Type of Equipment

VCR 1/2" VHS & TV	___
VCR 3/4" U/MATIC &. TV	___
DVD & TV	___
AUDIO CASSETTE RECORDER	___
AUDIO CASSETTE PLAYER	___
16 MM PROJECTOR	___
OVERHEAD PROJECTOR	___
SLIDE PROJECTOR	___
SLIDE PROJECTOR W/AUDIO PLAYER	___
FILMSTRIP PROJECTOR	___
FILMSTRIP PROJECTOR W/AUDIO PLAYER	___
PHONOGRAPH	___
OPAQUE PROJECTOR	___
SCREEN	___
LCD PROJECTOR	___
LCD VISUAUZER	___
LCD COMPUTER	___
PA SYSTEM	___
MICROPHONE	___
CAMCORDER	___
OTHER	___
please explain: _____	
TODAY'S DATE: ___/___/___	
NAME _____	
DEPARTMENT _____	
PHONE _____	
DATE NEEDED _____	
TIME NEEDED _____	
ROOM NUMBER _____	
SIGNATURE _____	
MEDIA, MATERIALS & ACCESSORIES	
FOR A/V/USE ONLY	

DATE RECEIVED _____
TIME RECEIVED IN A/V _____
Received by _____
Received by phone _____
Received in person _____
Logged by: _____
Confirmed by: _____