



**City Colleges of Chicago—District Office  
Administrative Services  
Audio/Visual and Video Equipment  
Request Form SR-101**

**General Information**

Audio/Visual/Video equipment is available for use for CCC purposes. Please make your reservations as soon as possible so that the equipment will be available when you need it. Equipment is not available for outside firms or meetings not sponsored by CCC. Equipment is available for temporary use and not for permanent use. A separate Audio-Visual Requisition Form must be filled out for each different event, date or location. The requesting department will be charged for damaged or lost equipment.

**To Make Reservations**

Please complete this form online, print it out, obtain the proper approval(s) and fax it to the Mail Center at x3284. **Please allow 2 business days for your equipment to be delivered.** Please contact the Mail Center at x 2581/2582 as soon as your meetings are ended so that the equipment can be picked up.

**Requestor**

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_  
(First, Last Name)

**Department:** \_\_\_\_\_ **Immediate Supervisor:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Location of Meeting:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Time:** **From:** \_\_\_\_\_ **To:** \_\_\_\_\_

**Department Head Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Following is the list of equipment available**

<u>Equipment</u>	<u>Type/Size</u>	<u>Quantity</u>
Plasma/TV with DVD/ VCR .....	42" Color .....	_____
Monitor/TV with VCR .....	35" Color .....	_____
Podium .....	Oak-Wood .....	_____
Public Address System .....	75 watts-2 companion speakers .....	_____
Wireless Public Address System .....	130 watts-wireless mic .....	_____
Easel with Paper Pad & Markers .....	Flip Chart 70" high .....	_____
Power Strip .....	4 to 6 outlets .....	_____
Inserting System .....	Electrical .....	_____

For Mail Center Use Only:

Confirmation Send by: \_\_\_\_\_ Date: \_\_\_\_\_

Equipment Delivered By: \_\_\_\_\_ Date: \_\_\_\_\_

Equipment Picked Up By: \_\_\_\_\_ Date: \_\_\_\_\_