

Wong Kerlee International Conference Center
Media Services Equipment Request Form

24770 Stewart St. - Loma Linda, CA 92354
Phone: (909) 558-4748 - Fax: (909) 558-4012

Please return this form to our office or fax it to X80290 or (909) 558-0290

Today's date: _____ (mm/dd/yyyy) Email address: _____

Name: _____ Department: _____

Phone: _____ Fax: _____ Pager: _____

Name of event: _____

of people: _____ Assigned room: _____

Event date: _____ (mm/dd/yyyy) Start time: _____ AM/ PM Ending time: _____ AM/ PM

Technician needed from _____ to _____ (technician will be in attendance from 1/2 hour before to 1/2 hour after event)

AVAILABLE EQUIPMENT

PROJECTORS

- 35 mm Slide with remote (single dual) Overhead projector
 LCD projector for computer (client to provide computer)

VIDEO

- 20" Combo TV/VCR on a cart for small group/room
 LCD projector & DVD/VCR for large group/room

AUDIO

- Music playback (Cassette CD) Standard mic @ podium Audio record (cassette)
 Lapel mic Desk mic (for panel group) (requires signed release from each speaker)

VIDEO and/or AUDIO CONFERENCING

- YES (Please contact Media Services for scheduling and details)

Are there any special instructions or needs of which we should be aware?

INSTRUCTIONS: Please fill out this form when you need equipment to support a class, meeting, or other campus program. Fax this completed request to Media Services @ (909) 558-4012 at least 1 week in advance. Any user requesting AV equipment will be assigned a Media Services tech to set up and/or run the equipment for your event. Tech time outside 8am to 5pm Monday-Thursday or 8am to 2pm on Friday will be billed at \$25.00 per hour. Thank you