

EQUIPMENT REQUEST



GRANT WOOD
AREA EDUCATION AGENCY

Contact Person: _____ Phone: _____

_____ E-mail: _____

Title of Meeting: _____ For Date: _____

Multimedia Projector

Will you **need** a computer to use with this? Y N

If yes: MAC or Windows

Will you **bring** your own computer to use with this? Y N

Will you need **instructions** to set up / operate this? Y N

Wireless Microphone/s Total Number: _____

Screen, additional

Easel/s (chart pad \$11.00 ea.) Total Number: _____

Lap Top Computer MAC or Windows

Boom Box (CD, Dual Cassette AM/FM Radio)

Audio Cassette Tape Player

Digital Camera

Camcorder, VHS

Tripod (camera & camcorders)

Monitor for video taping

Technology Support - Time needed _____

Other – please list

Please return this Equipment Request Form to: **Connie Dvorak, GWAEA AV Scheduling**

We will check the availability of the equipment, and send an e-mail confirmation.

If this equipment request is for a meeting room at Grant Wood AEA, please include a copy of the Meeting Room Request Form.

Call Connie at ext. 6720 with any questions.