

Campus Services

Audio/Visual Request

Please fill out this form completely and accurately.

In order to receive a confirmed copy of this form, submit your request at least 48 hours prior to the date and time of your event or class. Return this form via campus mail or in person to Campus Services in in Feehan Hall, Office C102/104 (located next to the ResLife Computer Lab). You may also fax in your request to 510-436-1289 or get more information by calling 510-436-1508. If you would like to send this electronically, you may email this form to **campusservices@hnu.edu**. You will receive an email or call to confirm its status.

Name: _____ Date: _____

Phone Number: _____ Department: _____

Date(s) Needed: _____

Event/Class: _____ Time: _____

Set-Up Time: _____ Pick-Up Time: _____

Building: _____ Room: _____

Equipment Needed: Please circle all that apply

TV/VCR	Portable Screen	Overhead Projector
CD/Tape Player	LCD Projector	Laptop Computer
Easel/Flip Chart	Slide Projector	Podium
Public Address System	Microphone	Other: _____

FOR OFFICE USE ONLY

This request has been: Approved Denied Event/Class # _____

By: _____ Date: _____