**AUDIO VISUAL EQUIPMENT REQUEST FORM**

Please allow for 3 Business Days’ notice for all requests.

Date of Event: ____________________________

Requested Area: ____________________________

Type of Event:  
- [ ] Power Point Presentation
- [ ] Panel Discussion
- [ ] Guest Speaker
- [ ] Other

Name of Event: ____________________________

Client:  
- [ ] Internal
- [ ] External Client
- [ ] Student Group

Name of the Requester: ____________________________  
Phone Number: ____________________________  
Email Address: ____________________________

Person In Charge of the Event:  
Phone Number: ____________________________  
Email Address: ____________________________

UTM Contact Person:  
Phone Number: ____________________________  
Email Address: ____________________________

Size of the Group:  
- [ ] 0 – 50
- [ ] 51 – 100
- [ ] 101 – 200
- [ ] 201 +

Set-Up Time from:  
- [ ] a.m.  
- [ ] p.m.
Setup Time to:  
- [ ] a.m.  
- [ ] p.m.

Event Start time:  
- [ ] a.m.  
- [ ] p.m.
Event End time:  
- [ ] a.m.  
- [ ] p.m.

Strike Time from:  
- [ ] a.m.  
- [ ] p.m.
Strike Time to:  
- [ ] a.m.  
- [ ] p.m.

Overtime Hours:  
- [ ] 1  
- [ ] 2  
- [ ] 3  
- [ ] 4  
- [ ] 5  
- [ ] 6  
- [ ] 7  
- [ ] 8  
- [ ] 9  
- [ ] 10  
- [ ] 11  
- [ ] 12  
- [ ] 13  
- [ ] 14  
- [ ] 15  
- [ ] .5  
- [ ] Total

**Equipment:**

- [ ] Data Projector
- [ ] Laptop
- [ ] Screen
- [ ] Document Camera
- [ ] LCD TV on Stand
- [ ] Computer Audio
- [ ] VHS Player
- [ ] DVD Player
- [ ] CD Player
- [ ] Extension Cord
- [ ] Computer Speakers
- [ ] Microphone
- [ ] Lavalier Microphone
- [ ] Hand Held Microphone
- [ ] Digital Camera
- [ ] Tripod
- [ ] Other

Comments: ____________________________

Is On-site Technician/Operator Required  
- [ ] Yes  
- [ ] No
Start Time:  
- [ ] a.m.  
- [ ] p.m.
End Time:  
- [ ] a.m.  
- [ ] p.m.

- [ ] Videotape Event  
- [ ] Photograph Event
- [ ] Yes  
- [ ] No

Floor Plan & Schedule Attached  
- [ ] Yes  
- [ ] No

Please submit the completed form to:  
crt-utm-l@listserv.utoronto.ca

University of Toronto Mississauga – Information & Instructional Technology Services – Classroom Technology

William G. Davis Building Room 2068 - 3359 Mississauga Road, Mississauga, ON L5L 1C6