



# MarymountManhattan

a college of the liberal arts

## Audio/Visual Request Form

Please fill this form in its entirety. Submitting incomplete forms will delay your request.

### Organization Information

Organization:
Member Submitting Request:
Telephone:
Email:
Signature:

### Event Information

Title:
Date:
Start and End Times:
Location:

Please check all that apply (*all equipment is subject to availability*):

- |  |  |
|--|--|
| <input type="checkbox"/> TV/VCR        | <input type="checkbox"/> Microphone _____ (Qty)  |
| <input type="checkbox"/> TV/DVD Player | <input type="checkbox"/> Sound System (SA _____) |
| <input type="checkbox"/> LCD Projector | <input type="checkbox"/> CD Player               |
| <input type="checkbox"/> Screen        | <input type="checkbox"/> Overhead projector      |
| <input type="checkbox"/> Media Laptop  | <input type="checkbox"/> Slide projector         |

**Clubs and organizations will be held responsible for all reserved equipment. This includes returning equipment to Security when the Media Center is closed.**

This request will only be processed after it has been signed by a Student Activities staff member. The form must be submitted to the Media Center (Nugent, 2<sup>nd</sup> floor Library) at least **ONE WEEK** prior to event date. No exceptions.

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### For Office Use Only

Date Form Received: \_\_\_\_\_ Reviewed by: \_\_\_\_\_

Student Activities Staff

Comments: \_\_\_\_\_

\_\_\_\_\_

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