WIDENER UNIVERSITY DELAWARE CAMPUS MEDIA SERVICES REQUEST FORM

This Request form should be submitted five days in advance. Requests will be scheduled in order of receipt by Media center.

| Date of Request | _ Date of Event |
|--|------------------------------------|
| Name | |
| TelephoneS | Student Mailbox # |
| STATUS: (Check One)Administration | FacultyStaffStudentOther |
| DEPT: (Check One)Law SchoolI | L.E.IGrad.Business SchoolUCWCOther |
| Course: | |
| Organization: | |
| Building/Room | |
| | Until |
| EQUIPMENT/SERVICES NEEI | |
| Is an Operator needed?YesNo | |
| Audio Cassette Recorder/Player | Overhead Projector |
| CD Player | Slide Projector(35mm) |
| Cellular Phone* | Speaker phone |
| Film Projector(16mm) | Television |
| Lamination* | Video Camera |
| Laser Disc Player | Video Cassette Recorder(VCR) |
| LAP TOP (Computer) | Videoconference |
| LCD Projector | Videotape Duplication |
| Microphone | Other |
| Comments: | |
| ······································ | |
| | |
| *Faculty and Administration use only | Received |