Lifelong Learning Media Request

ALL MEDIA EQUIPMENT REQUESTS MUST BE SUBMITTED TO THE LLI OFFICE TWO WEEKS PRIOR TO THE START OF CLASS.

DATE OF THIS REQUEST: ____________________________

Course Name and Number

Coordinator and phone number

CLASSTROOM:  (circle):  

RH 220  RH 230  RH 250  MAUTHE CENTER  Other: ____________

DATES AND TIMES EQUIPMENT IS NEEDED: (Note: All equipment will be delivered 30 minutes before class is scheduled and picked up shortly after class ends.)

CLASS TIME:  

10 AM - 12  1-3 PM  Other: ____________________________

Dates Needed:

________________________  __________________________  _______________________

EQUIPMENT REQUESTED: (All classrooms except NPM have chalkboards, overhead projectors, slide projectors, TV monitors with VCR and screen) Microphones for Rose Hall must be picked up in Rose Hall 305 Office by Coordinator.

__________ LLI Cart (includes computer, projector, DVD and VCR)

__________ Internet connection for computer

__________ Document Camera (extra charge)

__________ Boombox for CD or Audio tapes (pick up in LLI Office)

__________ Other (please specify) ____________________________

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CLASS DATES OR _____ ALL SESSIONS:

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