## **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:_     |                                    |   |   |   |  |            |
|----------------|---------------|------------------------------------|---|---|---|--|------------|
|                |               | Cours                              | e Name and N                                | umber   | Coordinator and phone number                                    |  |            |
| CLASSROOM:     | (circle):     | RH 220                             | RH 230                                      | RH 250  | MAUTHE CENT   | ER Other:                                    |            |
| DATES AND TI   | MES EQUIP     | MENT IS NEEDED                     | : (Note: All                                | equipment w                                     | ill be delivered 30 r   | ninutes before class is so                   | cheduled   |
| oicked up shor | tly after cla | ass ends.)                         |   |   |   |  |            |
| CLASS TIME:    | 1             | 0 AM -12                           | 1-3 PN                                      | И Oth   | er:   |  |            |
| ates Needed:   | ·             |                                    |   |   |   |  |            |
|                |               | crophones for Ros                  | se Hall must                                | be picked up i                                  | ards, overhead proj<br>n Rose Hall 305 Offi<br>or, DVD and VCR) | ectors, slide projectors, ce by Coordinator. | TV monito  |
|                |               | Internet co                        | onnection fo                                | r computer                                      |   |  |            |
|                |               | Document                           | : Camera (ex                                | tra charge)                                     |   |  |            |
|                |               | Boombox                            | for CD or Au                                | ıdio tapes (picl                                | up in LLI Office)   |  |            |
|                |               | Other (ple                         | ase specify)                                |   |   |  |            |
|                |               | REQUESTS MUST                      | BE SUBMIT                                   | TED TO THE LI                                   | I OFFICE <i>TWO W</i>   | <b>EEKS</b> PRIOR TO THE ST                  | ART OF C   |
|                |               |                                    | Cours                                       | e Name and N                                    | umber   | Coordinator and phone number                 |            |
| CLASSROOM:     | (circle):     | RH 220                             | RH 230                                      | RH 250  | MAUTHE CENT   | ER Other:                                    |            |
| DATES AND TI   | MES EQUIP     | MENT IS NEEDED                     | : (Note: All                                | equipment w                                     | ill be delivered 30 r   | ninutes before class is so                   | cheduled a |
| oicked up shor | tly after cla | ass ends.)                         |   |   |   |  |            |
| CLASS TIME:    | 1             | 0 AM -12                           | 1-3 PN                                      | M   | Other:  |  |            |
| LASS DATES C   | OR            | _ALL SESSIONS:                     |   |   |   |  |            |
|                |               |                                    | -   |   | ards, overhead proj<br>n Rose Hall 305 Offi                     | ectors, slide projectors, ce by Coordinator. |            |
|                |               |                                    | ممرمم مماميرام                              | nutar project                                   |   |  | TV monito  |
|                |               |                                    |   |   | r, DVD and VCR)   |  | TV monito  |
|                |               | Internet co                        | onnection fo                                | or computer                                     | r, DVD and VCR)   |  | TV monito  |
|                |               | Internet co<br>Document            | onnection for<br>Camera (ex                 | or computer<br>etra charge)                     | •   |  | TV monit   |
|                |               | Internet co<br>Document<br>Boombox | onnection for<br>Camera (ex<br>for CD or Au | or computer<br>etra charge)<br>Idio tapes (picl | t up in LLI Office)   |  | TV monit   |