

Facilities Equipment/Miscellaneous Request

Note: **SC** = Student Center, **CAC** = Cultural Awareness Center, **CR** = Conference Room

<p>Student Leadership & Development</p> <p>_____ VCR/TV Cart</p> <p>_____ Cable Station (please clarify - additional info.)</p> <p>_____ Podium</p> <p>_____ Podium with Microphone</p> <p>_____ CD Player or Cassette Player (in SC only)</p> <p>_____ Standing Microphones _____ # (up to 4 total)</p> <p>_____ Tabletop Microphones _____ # (up to 4 total)</p> <p>_____ 6' Screen</p> <p>_____ Overhead Projector</p> <p>Custodial Department</p> <p>_____ Set-up Requested: No Yes (see Diagram)</p> <p>_____ 6' Tables _____ # (3-SC, 1-CAC)</p> <p>_____ Chairs _____ # (not listed on Diagrams)</p> <p>_____ Extra Trash Can _____ # (2-SC, 1-CAC, 1-CR)</p>	<p>Media Services Department:</p> <p>_____ Slide Projector</p> <p>_____ 10' Screen</p> <p>_____ Laptop</p> <p>_____ LCD Projector</p> <p>_____ Other _____</p> <p>_____</p> <p>_____ Weekend or off hours Media requested (see page 1 for hours of operation)</p> <p>Food: Contact your caterer for their set-up requirements – add to forms.</p> <p>_____ City Café</p> <p>_____ Other Please describe _____</p> <p>_____</p>
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Additional Information

- **All** events sponsored by the *Cultural Awareness Center* must be **open** to all students.
- For **special accommodations**, please request in advance by contacting SL&D, 558-2382.
- These facilities are subject to students who walk through the building, no doors can be locked or obstructed in any manner.
- Be prepared that on occasion your equipment request may not be met due to staffing or equipment unavailability. We will notify you as soon-as-possible.

<p>Student Leadership & Development Use ONLY</p>	<p>Facilities Initials:</p>
<p>Approved ___ Yes ___ No By: _____ Date: _____</p> <p>Additional Comments: _____</p> <p>_____</p>	