

To: Media & Technology

From: Student Affairs,
Office of Student Leadership and Civic Engagement
Phone: x7290
Fax: x3537

Re: Work Order

Please deliver/set up the following on ____/____/____ by (am/pm) to
_____ Building, rm. _____:

Please break down the following on ____/____/____ by _____(am/pm).

_____ Microphones
_____ Microphone cords (description -
_____ Self-enclosed podium sound system
_____ Floor microphone stand
_____ Tabletop microphone stand
_____ Amplifier
_____ Speakers (description - _____
_____)

_____ TV/VCR tote
_____ Television
_____ VCR
_____ Slide projector(description - _____
_____)

_____ Projector screen
_____ Overhead projector
_____ Camcorder w/ charged battery
_____ Camcorder tripod
_____ VCR projector

_____ Other _____

_____ Other _____

Please see attached diagram for equipment set-up

Student Affairs Approval _____ Date _____

****Request not valid unless signed by a University employee****