Date of Event* ___________________ Room _____________ Time: From ______ to ________
Organization __________________________ Name of Event _______________________
Contact Person _________________________ Phone # ___________________________
Campus Address _________________________ Estimated Attendance ____________
*This form should be returned to McIntosh Center one (1) week prior to the event.

**Equipment Needed**

Chairs __________
Tables (8’) ________
Tables (Rounds) ______
Dry Erase Board (3) __
Easels (6) __________
Platforms (6) ________
Podium __________

**Audio/Visual**

Laptop __________
PowerPoint Projector __
VCR __________
DVD __________
Screen __________
Microphone ______
(4-only 2 wireless)
Transparency
    Projector ______
Portable
    Sound System _____
Piano ______
Sign Stands (30) ______

*All equipment in McIntosh Center is reserved on a first-come, first-served basis. The quantities listed do not ensure they will be available for your event. Equipment is reserved in the order the request is received. Please note set-ups will be made as close to the request as is possible. **Equipment that is not on the request sheet should be done in writing two weeks prior to the event.**