COEDU EQUIPMENT RESERVATION

COEDU Employees ONLY (PLEASE PRINT CLEARLY AND FILL OUT COMPLETELY)

Instructor:__________________________________________  Title:__________________________

Dept:__________________________________________  Phone#:__________________________  Email:__________________________

Purpose:__________________________________________

Classroom:__________________________  Class Meeting:  M   T   W   Th   F   S    Class Time:__________ - __________

Reserve for Semester: Yes____ No____  / Single Date(s):_________________________

EQUIPMENT RESOURCES:

_____PC Laptop  _____Portable LCD Projector  _____Doc Camera

_____MacBook Laptop  _____Mini DV Camcorder

Note: We highly recommend you arrive at least ten minutes early to facilitate classroom setup. Please plan to have blank disk, dvd, or mini dv tapes if you should need the media, we don’t keep this media in stock.