ITS Service Request Checklist

**Presenter Information** (please complete this section or attach a copy of the Facility Use Agreement):

Event Date: ____________ Time: __________ Duration: __________

Presenter’s Name: ________________________________

Contact Phone #: ________________________________

Contact e-mail: ________________________________

★ An equipment check will be scheduled 20 minutes prior to the event. If this is not possible, accommodations must be made for a check. Please bring presentations on personal flash drive compatible with Microsoft devices and software.

**Equipment requirement checklist** (please check the box associated with the service you are requesting):

- [ ] College computer for presentation. All college computers are equipped with Microsoft Office, Adobe Acrobat Reader, Internet Explorer, Google Chrome, and Mozilla Firefox.
  *Apple devices and products are not supported at this time.*

Please list any special programs or applications needed:

- [ ] Wireless Internet Access
- [ ] Speaker Phone
  - [ ] Do you need us to set up a conference call (additional fees may apply)?
- [ ] Overhead Projector
- [ ] Data Projector
- [ ] DVD/VCR Player
☐ Computer lab access
☐ Do event participants need individual computer logins?