



# OAKLAND UNIVERSITY AUDIO VISUAL REQUEST FORM

Semester \_\_\_\_\_ Year \_\_\_\_\_

Please submit all A/V requests at least one week prior to the date equipment is needed.

Turn in requests to room F102 at Birmingham Seaholm extension site or FAX to: (248) 647-2285.  
For questions call: (248) 988-1402. Requests for classes held at Macomb Univ. Center can be directed to the Graduate Business Program Office: FAX: (248) 370-4964, on main campus at 432 Elliott Hall.

CLASS \_\_\_\_\_ CRN \_\_\_\_\_ COURSE \_\_\_\_\_

INSTRUCTOR \_\_\_\_\_ ROOM \_\_\_\_\_

BUILDING: Seaholm \_\_\_\_\_, MUC \_\_\_\_\_, Other \_\_\_\_\_

EQUIPMENT NEEDED (please check all that apply):

\*Note:

VCR with Monitor \_\_\_\_\_

Television \_\_\_\_\_

Overhead Projector \_\_\_\_\_

Table \_\_\_\_\_

Internet Access \_\_\_\_\_

Laptop Computer \_\_\_\_\_

LCD Projector \_\_\_\_\_

Other \_\_\_\_\_

NEEDED EVERY CLASS MEETING: *(\*LCDs must be checked out for each class individually)*

DAY \_\_\_\_\_ Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ to End Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Needed for Final Exam: YES / NO If yes, include Date of exam: \_\_\_\_/\_\_\_\_/\_\_\_\_

NEEDED ONLY THIS DATE(S):

\_\_\_\_/\_\_\_\_/\_\_\_\_ Day \_\_\_\_\_ Other \_\_\_\_\_

\_\_\_\_/\_\_\_\_/\_\_\_\_ Day \_\_\_\_\_ Other \_\_\_\_\_

\_\_\_\_/\_\_\_\_/\_\_\_\_ Day \_\_\_\_\_ Other \_\_\_\_\_

\_\_\_\_/\_\_\_\_/\_\_\_\_ Day \_\_\_\_\_ Other \_\_\_\_\_

SUBMITTED BY \_\_\_\_\_ DATE \_\_\_\_\_

ACCEPTED/denied BY \_\_\_\_\_ DATE \_\_\_\_\_

☐ BPS Copy to: \_\_\_\_\_

☐ Registrar Copy to: \_\_\_\_\_