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: ___________________________