



Academic Technology

Conference & Classroom Support

Campus School East CSE 122
Kean University

THIS FORM MUST BE RECEIVED AT LEAST TWO WEEKS PRIOR TO NEED

For more information please call (908) 737-5360
Completed forms can be faxed to (908) 737-5355

Today's date: _____

Event date: _____ Day: _____

Event time: From: _____ To: _____ Room Assigned: _____

Program Title: _____

Requested by: _____

Dept: _____ Ext#: _____ Contact #: _____

In case of emergency (for non-campus hour events)

- Videotape Player (VHS)
- Digital Video Disc (DVD)
- Compact Disc Player (CD)
- Audio Cassette Player
- Overhead Projector
- 70"x70" Screen
- CD ROM

- Videotaping
 - Analog
 - Digital

- Laptop Computer (Windows-based)
- Supplied by:
 - Academic Technology
 - Self

- Public Address System:
 - Portable
 - In-house (Podium)
 - Wireless
 - Handheld
 - Clip-on
 - Headset
- _____ # mics

Notes regarding equipment set-up. Should you have need for equipment not listed above, please note below. Every effort will be made to accommodate your request.

Technician Assigned: _____