

To: Media & Technology

From: Student Affairs,
Office of Student Activities and Leadership Development
Phone: x7290
Fax: x3537

Re: Work Order

Please deliver/set up the following on ____/____/____ by (am/pm) to
_____ Building, rm. _____:

Please break down the following on ____/____/____ by _____(am/pm).

____ Microphones
____ Microphone cords (description -
____ Self-enclosed podium sound system
____ Floor microphone stand
____ Tabletop microphone stand
____ Amplifier
____ Speakers (description - _____
_____)

____ TV/VCR tote
____ Television
____ VCR
____ Slide projector(description - _____
_____)

____ Projector screen
____ Overhead projector
____ Camcorder w/ charged battery
____ Camcorder tripod
____ VCR projector

____ Other _____

____ Other _____

Please see attached diagram for equipment set-up

Student Affairs Approval _____ Date _____

****Request not valid unless signed by a University employee****