

Date Received: \_\_\_\_\_

Months: \_\_\_\_\_



# Advance Equipment Bookings

Please submit booking request 3 days before the first booking date

\_\_\_\_\_  
Name Dept / Course Classroom Local

Equipment Requested: (Please fill in circle)

- Bi-Pack (VCR & Monitor)
- Camcorder / Digital
- Camcorder / VHS
- CD/Tape Boom Box
- CSP (Carousel Slide Projector)
- CTR (Cassette Tape Recorder)

- Digital Camera
- COW (Computer on Wheels)
- DVP (Data Video Projector only)
- Flipchart / Easel
- Laptop Computer
- 16mm Film Projector

Please notify IMS at local 5309 if course is cancelled and equipment is not needed.

Date Month/Day	Pick Up Time	Return Time	Additional Description of Equipment / Accessories

For a weekly booking please fill out this area.

Start Date	End Date	for every: (Day)	Pick Up Time	Return time

Check for pick up in B006 (only Bi-Packs, 16mm projector and CSP available from this room)