

Special Event Technology Request Form

Center for Distance Learning and Academic Technology

Phone: (210) 458-4520 Fax: (210)458- 4517 Office: BB 3.02.26

(Office Use Only)

Date Received: _____

Log Number: _____

Logged by: _____

To help ensure that your department/organization will have a successful presentation or special event, you must complete this form with all applicable information 2 weeks prior to the event. The Center for Distance Learning and Academic Technology cannot guarantee success with technology without ample time to update our schedule or provide proper staffing.

All Contact information must be completed before approval for request can be granted.

Contact Information

Name of UTSA Faculty/Staff Requesting Services: _____

Department: _____ Phone: _____

Office Location: _____ Email: _____

Name of Organization(s) Requesting Services: _____

Please Select One: UTSA Organization/Office Off Campus Organization/Office

Direct Contact Name: _____ Contact Phone: _____

Office Location: _____ Email: _____

Event Information

Title of Event: _____

Date(s): _____ Event Start Time: _____ Event End Time: _____

Time Room is available for setup: _____ Event Location/Room: _____

Description of Event (May also attach program or flyer): _____

Equipment Setup Instructions (Please attach room diagram): _____

No. of People Expected: _____

Technology and Services

Microphone at Podium	Slide Projector w/Carousel	Projection Screen
Handheld Microphone	TV	Sound System (PA)
PC Notebook (1604 pickup MS 2.01.09)	VCR	Technical Support
Mac Notebook (1604 pickup MS 2.01.09)	CD Player	Satellite Downlink (call 7375 for room availability)
Document Camera	DVD Player	Other: _____
LCD Projector (Required to Project PC/Mac/ VCR/DVD)	Cassette Player/Recorder	
	Overhead Projector	

The undersigned accepts fiduciary responsibility for the property listed above, and if negligently lost or stolen, will replace or reimburse the University for the total or replacement cost of the property.

Person Requesting Property (Please Print) Signature Banner Number Date