

CBCM MEDIA DEPARTMENT (MeD)
REQUEST FORM FOR AUDIO/VIDEO EQUIPMENT
Requester: COMPLETE SHADED YELLOW AREAS BELOW
MeD Deacon: COMPLETE SHADED GREEN AREAS BELOW

1. Please **electronically** submit your request to media.dept@cbcm.org at least 2 weeks in advance to ensure your needs can be met. Due to the limited inventory, there is no **guarantee** the requested items will be available. **FIRST COME, FIRST SERVE BASIS.**
2. Ensure that all items/accessories are returned in working order. Let a Deacon know if you experience any problems.

General Information	Type or write below
Requester's name	
Phone number	
E-mail	
Event supported	
Event sponsor	
Location of event	
Pick up or start date/time	
Return or end date/time	
Need operators (audio, visual or both) - Specify time period	

Available in Department Inventory for Check Out as of December 2013	Qty Requested	Yes	No	If no, comment?
PC Laptop (5)				
PC External Speakers (USB powered) (3)				
PC Laptop Projector (6)				
Overhead Projectors (12)				
Push cart to house equipment (24)				
Portable Projection Screen (1)				
Television (7)				
DVD Player (3)				
VHS Player (4)				
CD/MP3 Player (2)				
MP3 recorder (6)				
Portable sound system (2)				
Wired XLR Microphones (8)				
Wireless handheld/lapel mic system (4)				
Live streaming/DVD recording				
CD/R/DVD disks				
Cassette Tapes				

Sponsoring Dept. Deacon <i>(Type the Deacon's name and date he/she agreed to request)</i>	Media Dept. Deacon <i>(Type name. Check Yes/No above and send to requester's email as confirmation)</i>
Note:	Note: