

**CBCM SERVICE DEPARTMENT
REQUEST FORM FOR AUDIO/VIDEO EQUIPMENT**
Requester: COMPLETE SHADED YELLOW AREAS BELOW
SD Deacon: COMPLETE SHADED GREEN AREAS BELOW

1. Please **electronically** submit your request to service.dept@cbcm.org to ensure your needs can be met. Due to 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	
Place of event	
Pick up date/time	
Return date/time	

Available in Department Inventory As of March 2009	Qty Requested	Yes	No	If no, comment?
PC Laptop (4)				
PC External Speakers (USB powered) (3)				
PC Laptop Projector (6)				
Overhead Projectors (12)				
Push cart to house equipment (24)				
Portable Projection Screen (2)				
Television (7)				
DVD Player (3)				
VHS Player (4)				
CD/Cassette Player (1)				
Portable sound system (1)				
Microphones (XLR connection) (10)				
CD/R disks				
Cassette Tapes				

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