

Samuel F. Vigil Learning Resource Center (LRC)
Work Order Form

24 Hour Notice Required

Rooms must be arranged with Physical Plant/Facilities Dept.

Today's Date: _____ Received by (LRC Staff): _____

Instructor/Group: _____ Department: _____

Address: _____ Phone #: _____

Name of Event: _____ Date: _____ Location: _____

Start Time: _____ End Time: _____

Setup (Specify): _____

Equipment delivery and set-up needed: _____ yes _____ no

Equipment pick up needed: _____ yes _____ no

Technical assistance needed: _____ yes _____ no

Equipment/Supplies:

_____ Easel

_____ Extension cord (Specify)

_____ Laptop

_____ Laptop Projector

_____ Microphone (Specify): _____

_____ PA System (Specify): _____

_____ Overhead Projector

_____ Projection Screen

_____ Speakers

_____ Tripod

_____ Other (Specify): _____

_____ Bulletin Board Paper/Color/Amount (in Feet + Inches): _____

Additional Notes:

LRC Media Technician will deliver, set up and pick up equipment upon request

Condition of Equipment after it is returned: _____