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: ___________________________