

George Mason University

10900 University Boulevard
Manassas, VA 20110-2203
Phone: (703) 993-8499
Fax: (703) 993-4809

Classroom Support – Prince William Equipment / Event Request Form

PLEASE WRITE LEGIBLY.

START DATE: ___/___/___ END DATE ___/___/___

Start Time: _____ End Time: _____

**IF THIS IS A SEMESTER LONG CLASS, PLEASE CIRCLE
THE DAY(S) OF THE WEEK YOU NEED THIS
EQUIPMENT**

S M T W R F S

Class Title/Event Title _____

Internal External Sponsored

Note: All External events are required to have a
PW classroom Tech for the entire event period.

Building: Ocoquan Hall - Discovery Hall - Bull Run Hall

Room Number _____

All equipment set up and ready 15 minutes prior to start time,
unless otherwise requested.

Requestor: _____ E-mail: _____

Phone: _____ Fax: _____

Department / Unit: _____ Mail Stop: _____

Fund/Org. Code: _____

**(Any request for delivery/setup is treated as an event and is
charged accordingly. Minimum fee for events is 2 hour
minimum.) Fund/Org. Code MUST ACCOMPANY ALL
REQUESTS IN ORDER TO BE SCHEDULED.**

On Site Contact Person: _____

Email: _____

What time will the On Site Contact Arrive?

Signature _____

Date _____

For Classroom Support Staff Use:

Event #:

NOTE:

THIS EQUIPMENT IS FOR PICK UP ONLY!!!

Is this a registrar scheduled semester course? _____

If not, please answer the question on audience.

Audience: (Check all that apply)

Administration Campus Community
 Student General Public
 Faculty Admission Fee
 Staff Invitation Only
 Other: _____

Are you requiring any Audiovisual Equipment?

YES NO

Equipment needs:

Digital Audio Recorder
 Digital Camera
 Laptop computer
 LCD Projector
 Mac Laptop
 Overhead Projectors
 Portable CD/Cassette player
 Portable sound system
 Remote Presenter (clicker)
 Slide Projectors
 Tape Recorder
 TV/VCR/DVD
 AV Technician (minimum 2 hrs required, \$30/hr)