

Media Services

If you need media devices such as laptops or projectors, please fill out the following form then submit it to media services. A technician will contact you to discuss your specific needs and confirm equipment reservations. If you have questions while filling out this form, please contact Media Services at (415) 485-9606.

Media Services Equipment Request Form			
Booked Date	Name		Department
Extension	Cell Phone		E-mail
Date(s) Needed	From (time)	To (time)	Room/Location
<p>Media Services has the following equipment available for use. Please keep in mind that as an educational institution, priority will be given to those using it for instructional purposes.</p>			
<input type="checkbox"/> 16mm Projector on cart Slide Projectors <input type="checkbox"/> Zoom Lens <input type="checkbox"/> Wireless Remote <input type="checkbox"/> Slide projector <input type="checkbox"/> DVD Player <input type="checkbox"/> Cassette Player Public Address Systems <input type="checkbox"/> Podium, P.A., single unit with built in mic <input type="checkbox"/> OH 96 P.A. system with mic(s) Quantity_____		<input type="checkbox"/> Portable P.A. with mic(s) Quantity_____	
		<input type="checkbox"/> DVD or VHS video playback and monitor <input type="checkbox"/> LCD projector <input type="checkbox"/> ***satellite dish Distance Learning Center LC 53 video teleconference Required four hours overtime for personnel/any long distance charges additional ***satellite downlink requires additional charge for LCD projector and room and any additional equipment charges/overtime personnel required after hours. <input type="checkbox"/> Additional Equipment/Services	