

USC School of Law
Audio Visual Equipment & Support Request Form



Thank you for participating in the online AV / Equipment request system. Please complete one form for each course for which you require media assistance or equipment set-up. Questions? Please contact Walter LeRiche, Media Resource Specialist, at leriche@gwm.sc.edu or by dialing 7-1179 (alternate phone 7-8614 Michael Miller).

Submission Date Request Type Semester

#1) PERSON MAKING REQUEST:

Name Phone #
Email

#2) COURSE INFORMATION:

Course Title

Location Assigned for Course:

If your classroom assignment is one listed with "select portable AV," please check the box(es) below for the equipment you need:

Portable AV - please select all that you require:

- LCD Projector
- External speakers for laptop
- TV with DVD/VHS players
- Laptop computer
- Document Camera
- Portable screen

Smart Podium includes:

- LCD Projector
- Desktop computer
- Laptop connections
- DVD/VHS playback
- Document Camera
- Electronic screen

Multimedia Rack includes:

- LCD Projector
- Laptop connections
- DVD player
- VHS player
- Wireless lavalier microphone
- Permanent screen

#3) Please provide the day(s) and time(s) for which you are requesting equipment (to request for only certain dates, skip to #4):

Duration Requested Begin Date End Date
Monday Tuesday Wednesday Thursday Friday

#4) If your request is for only certain dates / times, please provide that information below:

The equipment and systems listed below are not managed by the Law IT Media Group. A DEIS request needs to originate from your office to arrange for services and payment for:

- audio or video recording of presentations
- microphone and sound systems for presentations in the Auditorium
- live feed of presentations from one location to another (i.e. using Gamecock Cable system, streaming video)

For assistance with incorporating instructional technology in the classroom (incorporating video into presentations, creating Flash videos for use on the web), please contact Beth Hendrix at 7-8058 or via email to beth.hendrix@sc.edu.

Please print completed form for your records prior to submitting. You will receive a submission confirmation.

for Law IT Media Group use

Date logged in Logged in by Confirmation email date