

APPENDIX G
OLLI
EQUIPMENT REQUEST FORM
(Revised 3/13)

Class title: _____

Academic year and term _____ Site _____

Facilitator Name: _____

Phone _____ Email _____

Equipment	Wk 1	Wk 2	Wk 3	Wk 4	Wk 5	Wk 6	Wk 7	Wk 8
TV & DVD player (will play CDs & Disks) [standard]								
VHS TAPE player								
Blue Ray Player								
TV interface using laptop to project on TV [standard]								
LCD projection using laptop projecting to wall or screen – Retrieve LCD from locked cabinet								
Internet access using the church’s wireless								
Portable Audio Cassette/ CD player “Boom Box) Retrieve from storage area								
<i>Overhead Projector</i>								
Screen - <i>Retrieve from storage area.</i>								
<i>Easel and Flipchart pad – retrieve from storage area</i>								
White Board – in most rooms								
Podium Microphone – FH only								
<i>Portable Microphone & speaker – retrieve from storage area</i>								

If you have requested use of the LCD projector, please indicate the brand of Laptop computer you will be using: _____ If you are using a MAC laptop, you will need to provide an adaptor. I have adaptor Yes ___ No___

NOTE: If you have requested the TV & VCR/DVD player or overhead projector, they will be placed in your room prior to your arrival. Please allow time to make sure the equipment is working properly BEFORE you begin your class.

At the logistics meeting, you will confirm your equipment needs and be informed regarding what (if any) equipment you will be responsible for setting up yourself.