



Presentation Equipment Request

Please complete and submit attention IT Support or Email and attach request to itsupport@wasagabeach.com

Please submit request event to ensure
equipment is available or to allow time for alternate arrangements

Requested by: _____ Date requested: _____
Contact number: _____ Date(s) required: _____ Time: _____ am _____ pm

Type of presentation(s): Power Point Video from Internet from Server

This presentation has sound

This service requires additional discussion with IT staff.

Location	Computer	Projector	Audio	Microphones	Internet	Server Data
Town Hall - Council Chambers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	<input type="checkbox"/>	<input type="checkbox"/>
RecPlex - Oakview Room	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A
RecPlex - Auditorium	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A
Arena - Banquet Hall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A
EOC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	<input type="checkbox"/>	<input type="checkbox"/>

I would like to sign out the following equipment:

Presentation Laptop Portable Projector Projection screen

To be returned to Information Management Services, no later than: _____.

Portable equipment can be obtained from the Information & Technology Management Services office at Town Hall. Please note the portable projector for the Arena can be obtained, for use at that facility, through Arena staff.

Terms of use:

I agree to return all equipment no later than the time specified above, in the same condition it was issued, to ensure availability to other users.

I will ensure all cables, remotes, presentation devices, are complete and returned to the appropriate bags.

Borrower Signature

Date