

Cornell Law School

Faculty AV Request

Forms will be available in faculty administrative staff offices.

Help Desk: helpdesk@postoffice.law.cornell.edu or, 5-2829

Please fill out this form completely and submit it to the Help Desk
(481 Myron Taylor Hall, fourth floor in the North Tower).

Note: **Fulfillment of requests is subject to IT Staff availability.**

You may request AV support for classroom or special event presentations. Thank you for allowing **2** business days notice for classes and **10 business days notice for after hour/weekend events**. Early planning will allow us time to schedule staff and equipment and insure the best presentation for you.

Requestor: _____ Net ID: _____

Name of Event/Class: _____

Today's Date: _____

Event Date: _____

Room _____ is reserved from: _____ to _____ (hrs)

Event begins at: _____ and ends at _____

I will need AV Support to:

Meet with AV Consultant to Review Equipment or Event Needs

Have AV Consultant Setup Room for PowerPoint Presentation

____ Using Classroom Technology
____ Using My Laptop

Have my Class/Event Recorded ~ Speakers must sign AV Release Waiver

____ On DVD ~ Give DVD Copy to _____
____ For Internet Viewing ~ Link Available in 48 hrs. Email to: _____
____ Audio Record Only ~ Give this Recording to: _____

Play a Video

____ VHS/VCR
____ DVD
____ Internet

Use Overhead Projection

____ Transparencies
____ Hardcopies
____ Computer

Microphones Needed for Event

____ Lapel Microphones # _____
____ Other _____ # _____

Will Need a Technician/Operator

____ for Startup
____ for Entire Event

Other _____