

# Cornell Law School

## Faculty AV Request

*Forms will be available in faculty administrative staff offices.*

**Help Desk:** [helpdesk@postoffice.law.cornell.edu](mailto: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 \_\_\_\_\_