

Cornell Law School
Student AV Request Form

Info Tech Help Desk 255-2829

Please fill out this form completely (including all signatures) 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.**

IT staff is not able to assist with taping of classes if an absence is for less than a week.

Emergency absences beyond one week; requires Faculty Member's signature and Registrar's Office signature. *IT staff will make every effort to accommodate recording for emergency absences if a student will be out for a week or longer. Please bring signed request forms to IT Help Desk, room 481, for scheduling.*

Emergency absences (less than one week) AND Religious holidays requires Faculty Member's approval. *If a student is absent for less than a week, the student may make arrangements on his/her own with a classmate to audiotape the class, with the instructor's permission. A supply of audiotapes and tape recorders are at the library's reserve desk for student use.*

Requestor: _____ Net ID: _____

Name of Event/Class: _____

Student Organization if Sponsoring: _____

Today's Date: _____

Event Date: _____

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

Event begins at: _____ and ends at _____

Reason and Signatures:

Emergency Absence for more than 1 Week

(Requires Faculty Signature and Registrar's Office Signature)

Student Organization/Special Events require 10 business days notification for weekends/evening hours so that we can schedule hours accordingly.

Faculty Signature _____

* Signature required for all class taping requests

Registrar's Office Signature _____

* Signature required for absences of more than a week

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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 Mic(s)
 - ___ Other _____ # _____
- Will Need a Technician/Operator
 - ___ for Startup
 - ___ for Entire Event
- Other _____

Include Diagram (on printed copy) if multiple microphones setup is needed, etc.