

CONFERENCE ROOM SCHEDULING STAFF ONLY	
FROM DATE/TIME	TO DATE/TIME
CONFERENCE ROOM	OFF SITE LOCATION



National  
Aeronautics and  
Space  
Administration

## Audio Visual Support Services Request Temporary Equipment Issue/Loan

### 1. SCHEDULING INFORMATION

REQUESTER'S NAME		CODE	PHONE NUMBER	FAX NUMBER
EQUIPMENT USER			CODE	PHONE NUMBER
REQUEST RECEIVED BY	TIME	DATE	PLEASE CHECK <input type="checkbox"/> PHONE <input type="checkbox"/> FAX <input type="checkbox"/> MEMO <input type="checkbox"/> WALK-IN	

### 2. EQUIPMENT ISSUE/LOAN AND SETUP

PLEASE CHECK ALL THAT APPLY:

<input type="checkbox"/> OVERHEAD PROJECTOR NEMS _____	<input type="checkbox"/> LCD/VIDEO PROJECTOR NEMS _____	<input type="checkbox"/> TV/VCR COMBO NEMS _____	<input type="checkbox"/> SCREEN NEMS _____
<input type="checkbox"/> VCR NEMS _____	<input type="checkbox"/> VIDEO CAMCORDER NEMS _____	<input type="checkbox"/> TRIPOD NEMS _____	<input type="checkbox"/> TV NEMS _____
<input type="checkbox"/> SLIDE PROJECTOR NEMS _____	<input type="checkbox"/> PORTABLE LECTERN/MIC NEMS _____	<input type="checkbox"/> EXTERNAL SPEAKER NEMS _____	<input type="checkbox"/> LASER POINTER NEMS _____
<input type="checkbox"/> AUDIO RECORDER NEMS _____	<input type="checkbox"/> EASEL/FLIP CHART NEMS _____	<input type="checkbox"/> WHITE BOARD/ELECTRONIC NEMS _____	<input type="checkbox"/> A-FRAME STAND NEMS _____

OTHER \_\_\_\_\_

EQUIPMENT SETUP REQUIRED? <input type="checkbox"/> YES <input type="checkbox"/> NO	PROPERTY PASS REQUIRED? <input type="checkbox"/> YES <input type="checkbox"/> NO
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### 3. COMPLETION AND EXPENDITURES

COMPLETED BY	EQUIPMENT DELIVERED TO	TIME AND DATE	WORK HOURS
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### 4. USER'S CERTIFICATION

**I assume complete responsibility for the property listed above and  
certify that it shall be used for official government business.**

PRINTED NAME AND SIGNATURE	DATE
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### 5. PROPERTY CUSTODIAN APPROVAL

PRINTED NAME AND SIGNATURE	DATE
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SPECIAL NOTES

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### EQUIPMENT PICKUP AND RETURN

### 6. COMPLETION AND EXPENDITURES

COMPLETED BY	TIME AND DATE	ROOM RETURNED TO	WORK HOURS
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