



URGENT! DUE AUGUST 1

SECTION MEETING MEDIA EQUIPMENT REQUEST FORM

Please send your program requests to Carole Hawkins at TCCTA by
Email: chawkins@tccta.org; or fax: (512) 328-1086

**URGENT! REQUESTS FOR MEDIA EQUIPMENT CANNOT BE ACCEPTED
AFTER THE AUGUST 1, 2010 DEADLINE DATE!**

Name _____ Section _____

College Address _____

Telephone Number: Area Code _____ Office _____ Home _____

PLEASE REQUEST ONLY EQUIPMENT THAT WILL BE USED.

Day and Time

Equipment

<input type="checkbox"/> Friday, Time: _____ <input type="checkbox"/> Friday, Time: _____ <input type="checkbox"/> Saturday, Time: _____	Screen and Media Cart <i>(laptop and LCD projector not provided)</i>
<input type="checkbox"/> Friday, Time: _____ <input type="checkbox"/> Friday, Time: _____ <input type="checkbox"/> Saturday, Time: _____	Overhead Transparency Projector <i>(transparencies and markers not provided)</i>
<input type="checkbox"/> Friday, Time: _____ <input type="checkbox"/> Friday, Time: _____ <input type="checkbox"/> Saturday, Time: _____	Audio Mixer <i>(this is NOT a request for laptop speakers)</i>
<input type="checkbox"/> Friday, Time: _____ <input type="checkbox"/> Friday, Time: _____ <input type="checkbox"/> Saturday, Time: _____	White Board <i>(markers not provided)</i>
<input type="checkbox"/> Friday, Time: _____ <input type="checkbox"/> Friday, Time: _____ <input type="checkbox"/> Saturday, Time: _____	*Other Equipment Required: _____ _____

***PLEASE NOTE:**

(1) If requested equipment cannot be obtained through TCCTA sources and outside rental of equipment is necessary, rental charges will come from budgeted funds for the section meeting. **PRIOR AUTHORIZATION FOR EQUIPMENT RENTAL IS ABSOLUTELY REQUIRED. PLEASE REQUEST ONLY EQUIPMENT THAT WILL BE USED.**

(2) Due to rental costs, Section Chairs should assume responsibility for making appropriate arrangements concerning any requirements for computer equipment. Frequently, necessary equipment can be borrowed from the Section Chair's own college. In any event, the TCCTA State Office is not able to accept responsibility for obtaining computers or computer equipment.

**IMPORTANT!
TCCTA
DOES NOT PROVIDE
LAPTOPS OR
LCD PROJECTORS**