

Guest Technology Request Form

Visitor Information

Name: _____
Organization: _____
Event/Meeting Date: _____

Start Time: _____ End Time: _____
Room/Location (if known): _____

Presentation Needs

Will you be giving a presentation? Yes No If yes, please specify:

- Presentation format: Google Slides Keynote PowerPoint PDF Other: _____
- Do you need a projector? Yes No
- Will you bring your own device? Yes No
 - If yes, specify device type: iPad MacBook Windows laptop Other: _____
 - Do you need any adapters? HDMI VGA USB-C Other: _____

Audio Requirements

- Do you need a microphone? Yes No
 - If yes, type needed: Handheld wireless Lavalier/Lapel Podium mic Other: _____
- Number of microphones needed: _____
- Will you be playing audio? Yes No If yes:
 - Source of audio: External device Online content Presentation
 - Do you need speakers? Yes No

Internet Access

- Do you need Wi-Fi access? Yes No
 - Number of devices requiring connection: _____

Virtual Participation

- Will there be virtual participants? Yes No If yes:
 - Platform preferred: Google Meet Microsoft Teams Zoom Other: _____
 - Do you need: Conference speakerphone Document camera Interactive whiteboard Webcam

Additional Equipment

Please check any additional equipment needed:

- | | |
|--|--|
| <input type="checkbox"/> Laser pointer/presentation remote | <input type="checkbox"/> Scanner access |
| <input type="checkbox"/> Power strips/extension cords | <input type="checkbox"/> USB drives |
| <input type="checkbox"/> Printer access | <input type="checkbox"/> Other (please specify): _____ |

Special Requirements or Accommodations

Please list any additional technical needs or accessibility requirements:

For Office Use Only

This request must be approved by the following authorities before any action is taken by the IT department.

Site Administrator Signature: _____

Date: _____

Approved Denied

IT Director Signature: _____

Date: _____

Approved Denied

IT Department

Date received: _____

Date completed: _____

Assigned to: _____