

Audio / Visual Room Reservation Request Form:

Fill out for all D.O. meetings requiring Audio/Visual items. Put in the Technology box in the D.O. mail room, turn in to Information Technology front desk or email completed form to: tech@mjUSD.com.

Department/Organization: _____

Meeting Date(s): _____ Location: _____

Recurring Event? If so, list dates: _____

Start time: _____ End time: _____ Contact Person: _____

Contact Phone: _____ Email: _____

Item(s) requested: Projector Sound System Presentation Laptop PC Video/PowerPoint

WiFi for attendees Training Laptops (Rm 207 only) Microphone TV/DVD Webinar Setup

Webinar Link: _____

Telephone Call In: _____ Access Code #: _____

IT Use: Date Received: _____ Received by: _____