

We'll be glad to help with media services for your event.
Please take a minute to fill out all the information below.
I will contact you after I receive this information to confirm the event and make sure that everything is clear.

In order to book your event, I will need to know ALL of the following information:

Name:

Department:

Email:

Course Number (if this is for a class):

A Billing Code (if this is not for a class):

Billing Address:

Phone Number:

Order Number (if you already have one):

Name of the Event:

Building In Which The Event is Taking Place:

Room In Which The Event is Taking Place:

Date of the Event:

If 2 or more computers/discs/flash drives will be used/loaded for the presentation please note that here and add 30 minutes to your start time. Example: If your program starts at 8pm, note 7:30 load, with 8pm start time.

Beginning Time of the Event (not the time you want the tech to show up):

End Time of the Event:

Concise Description of What You Would Like Us to Do: