



Classroom and Event Support Service

[Seton Hall](#) > [Offices & Services](#) > [Our Services](#)

* Indicates required fields

* This request is for **1** ☐ Myself ☒ SomeoneElse

Search for a Name

* Name

Department

Email

Phone

1 Who is requesting the Equipment.? If the user selects Someone Else, the form will expand to reveal the associated field to Search for a Name.

Select the equipment needed

☐ [Portable PA System](#)

☐ [VCR](#)

2 ☒ [DVD Player](#)

☐ [Slide Projector](#)

☐ [Overhead Projector](#)

☐ [Easel](#)

☐ [Data Projector](#)

☐ [TV/VCR Combo](#)

2 What Equipment is needed? The user will select the equipment by clicking on the selection box. To display asset details, click on the asset name for an overlay with the item description and image.

Equipment Description ×



DVD Player

Plays standard Region One commercial DVDs, requires connection to an external display device (i.e. Projector, TV Monitor)

** This item will be delivered to your classroom or event

This equipment is for

☒ Class ☐ Event/Meeting

3

3 Why is it needed and Where? The user select if the equipment is for a class or an event. If for a class, the associated fields for Search a Class form will expand to reveal the associated field for Search a Class. If for an event, event name and sponsoring department will display.

Choose Class Term **Fall 2010**

Enter the subject, number and section

* Subject

Title

Room

Class Start Time

Class End Time

This equipment is for

☐ Class ☒ Event/Meeting

3

* Event/Meeting Name **Event Name**

Sponsoring Dept **TLT Center**

The equipment is due for delivery or pickup on

Items for Delivery to
Class or Event

DVD Player

4 * Deliver To

* Delivery Date

* Delivery Time

Return Date

Return Time

Does this repeat? ☒ No ☐ Yes

Items for Pick-up at
Media Services

4 Pickup Date

Pickup Time

Return Date

Return Time

4 When is the equipment due for either delivery/return or pickup? Date selection fields and a list of respective equipment will dynamically appear based on the selected equipment in step2.

Does this repeat? ☐ No ☒ Yes **4**

* Type or select dates
from the calendar below

September 2010

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	4	

4 When is the equipment due for either delivery/return or pickup? Date selection fields and a list of respective equipment will dynamically appear based on the selected equipment in step2.

5 Submit the Media Request and include specific instructions if necessary.

Special Instructions **5**

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