

Equipment Request for the UT Dallas Student Union

The University of Texas at Dallas
Student Union, Suite 2.604, 972-883-2945

Organization:
Event Title:
Event Date:

Contact:
Phone:
Email:

All equipment is for use in the Student Union only.

The number of each item available is listed in parenthesis.

Please request the quantity of each item you wish to use.

TV/VCR (2)	Sound System (includes mixing Board,
DVD Player	speakers, CD changer)
Overhead Projector (2)	Microphone w/ Cord (4)
LCD Projector (1)	Microphone Stand (2)
Dry Erase Board (2)	Table Mic Stand (3)
Flip Chart Stand/Easel (4)	Podium w/ Mic (2)
Flip Chart Pad	Wooden Podium w/o Mic (1)
Power Strips	Stage Pieces (6' x 8') (4)
Extension Cord 6'	2 - Step Stair Piece (16") (2)
CD Player/Boom Box	2 - Step Stair Piece w/ Hand Rails (1)
Popcorn Machine	Dance Floor (24' x 24')

I understand that by making this request, the organization agrees to accept financial responsibility for returning the equipment during its use. Also, I understand that the organization is financially responsible for returning the equipment in its entirety at the end of the approved use of time. I understand that failure to return the equipment in good working condition, in a timely manner, may prohibit its use by the organization in the future.

Printed Name:

Signature: _____

Date:

Please print this form and turn it in to Student Union, Suite 2.604, Mail Station: SU21, or fax to 972-883-2112.
If you have any questions, please call 972-883-2945.