

**University of Indianapolis – Athens Campus  
Information Technology Support Services  
Audio Visual Equipment Request Form**

**[ 1 ] Provide Date, Name, and Time Frame**

<b>Request Date</b>	
<b>Professor</b>	
<b>Date (s) Needed</b>	
<b>Time (s) Needed</b>	

**[ 2 ] Place a Checkmark for the Equipment Needed**

<b>Data Projector</b>	<input type="checkbox"/>	<b>Slide Projector</b>	<input type="checkbox"/>
<b>Digit Camera</b>	<input type="checkbox"/>	<b>Overhead Projector</b>	<input type="checkbox"/>
<b>Other</b>			

**[ 3 ] Place a Checkmark for the Classroom**

<b>LLA</b>	<b>A</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Ground Floor</b>	<b>GRA</b>	<input type="checkbox"/>	<b>GRB</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Third Floor</b>	<b>3A</b>	<input type="checkbox"/>	<b>3B</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Fourth Floor</b>	<b>4A</b>	<input type="checkbox"/>	<b>4B</b>	<input type="checkbox"/>	<b>4C</b>	<input type="checkbox"/>	<b>4D</b>

**[ 4 ] Send to Computer Lab Coordinator for Processing**

- [A] Place printed copy in IT mail box located on the First Floor at Ipitou 9; or,  
[B] Place printed copy in tray located at the Computer Lab-LLB at Ipitou 9; or,  
[C] Email form as an attachment to:  
tipenee@uindy.gr; nead1985@yahoo.com; and, nanopoulosp@uindy.gr.**

**AVER Forms Available at First Floor-Ipitou 9; Computer Lab-LLB-Ipitou 9; and, on the uindy.gr website**

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<b>Received By</b>	
<b>Completed By</b>	
<b>Date of Completion</b>	