

## Request for Equipment Checklist

for  
**NRCS Conference Center (NRCS CC) and State Office (SO) Conference Room**

**Today's Date** \_\_\_\_\_ **NRCS Sponsor** \_\_\_\_\_  
(SO employee)

**NRCS Sponsoring Staff** is responsible for scheduling and setting up the conference room (see page 2) prior to the meeting, locking door at lunch, setting the security system at the end of day, and collecting beverage money for NRCS Employees' Association. **Please note:** Sponsor's room setup needs to be done in conjunction with computer set up. Notify Information Technology Services (ITS) when the meeting is over.

**Type of Event:** Meeting Training Other \_\_\_\_\_

**Date(s) of Event:** \_\_\_\_\_

**Time of Event:** \_\_\_\_\_ (am/pm) to \_\_\_\_\_ (am/pm)

**Room Needed:** NRCS CC SO Conference Room

**Total Number of Participants:** \_\_\_\_\_

### Audio-Visual Equipment (*Sheila, Mary, Deanne*)

Projector  
(needed only in SO conference room)

Other (VCR, DVD, Microphones)  
(needed only in NRCS CC)

Presentation Remote

**Special Requests:** \_\_\_\_\_

**ITS Computer Equipment (*Gail or Kris*)** **NOTE: Allow one hour for set up**

**Copier Access:** x Yes No

**Login Accounts:** AgCentral/User Local Student  
(Internet access only. No network drives or e-mail)

**Laptop Computer:** Presenter Participants/Other – No. Needed \_\_\_\_\_

**External Monitors:** Yes No No. Needed \_\_\_\_\_ (10 maximum)

**Network Access:** Presenter Participants/Other – No. Needed \_\_\_\_\_

**Printer:** Yes No

**Teleconferencing Equipment:** Yes No  
Please provide dial-in numbers and pass codes (allow time to adjust sound levels):

**Software Requests:** \_\_\_\_\_

**Special Requests:** \_\_\_\_\_