

# UNLV Marjorie Barrick Museum of Natural History Equipment Request Form

**All equipment must be requested at least 72 hours in advance.**

Lecture Title/Speaker \_\_\_\_\_

Event Date: \_\_\_\_\_ Time: \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

Sponsor: \_\_\_\_\_

Departmental Coordinator: \_\_\_\_\_ Phone: \_\_\_\_\_

Equipment:

\_\_\_\_\_ # Tables    \_\_\_\_\_ Computer with Projection    \_\_\_\_\_ Slide Projection

\_\_\_\_\_ # Chairs    \_\_\_\_\_ Laptop Projection (Laptop not supplied)    \_\_\_\_\_ VCR/DVD Player

\_\_\_\_\_ Podium    \_\_\_\_\_ Overhead Transparency Projection    \_\_\_\_\_ VHS Recording (tape  
not supplied)

\_\_\_\_\_ Podium Microphone (limit 1)    \_\_\_\_\_ Wireless Microphone (limit 1)

\_\_\_\_\_ Lavalier Microphone (limit 1)    \_\_\_\_\_ Handheld Microphone (limit 2)

For electronic presentations using our computer, the following forms of media are supported:

CD, DVD, USB flash drive, Memory card, floppy disk, internet access

**PRESENTERS ARE RESPONSIBLE FOR MAKING SURE THEIR MEDIA IS COMPATIBLE  
WITH OUR SYSTEM PRIOR TO THE EVENT - PLEASE CALL 702-895-3381 TO MAKE AN  
APPOINTMENT TO CHECK YOUR MEDIA.**

Special Instructions: \_\_\_\_\_

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- All other needed equipment must be ordered through the Office of Information Technology Multimedia Services at (702)895-0701.
  - Any equipment provided by the presenter (except for laptops) must be cleared with the Events Coordinator at (702)895-3381.
  - Merchandise may not be sold without prior approval and a copy of business license on file.
  - If food or drink is to be served, it is a University policy that you use Sodexo Catering services. Please note above that there will be catering. As a reminder, there is no food or drink allowed in the auditorium.

**Send completed form to Melanie Coffee at the Barrick Museum**

For questions regarding this form, please contact:  
Melanie Coffee at 895-3381 or [melanie.coffee@unlv.edu](mailto:melanie.coffee@unlv.edu)