

The Norman W. H. Loui Conference Center at Honolulu Community College

Media Service Request – Conference Center

Please submit this completed form to: Elton Ogozo, NLCC Media Services Manager, HCC Educational Media Center
phone: 808-845-9242 fax: 808-845-2679 email: elton@hcc.hawaii.edu

Event:

Date(s) of Event:

Days of Week: M___ T___ W___ Th___ F___ S___ Sun___ Time(s) of Event:

KMCC Location: Room 201___ Room 214___

No. of participants:

Type of Event: Conference ___ Class/Meeting/Seminar/Workshop ___ Video Conference ___

Requested by (Print name):

Today's Date:

Organization:

Billing Address:

Account Code:

Phone:

E-mail:

Signature:

Please place a checkmark by the equipment / service required

<u>Audio</u>	<u>Visual</u>	<u>Computers / Internet</u>
<input type="checkbox"/> Microphones: <input type="checkbox"/> Wireless Lavalier (1) <input type="checkbox"/> Wireless Handheld (1) <input type="checkbox"/> Additional microphones How many: _____ <input type="checkbox"/> CD Music playback <input type="checkbox"/> Computer Audio playback	<input type="checkbox"/> Elmo Visual Presenter <input type="checkbox"/> PowerPoint presentation <input type="checkbox"/> Video Playback <input type="checkbox"/> CD-Rom <input type="checkbox"/> DVD/VCD player <input type="checkbox"/> VHS player	<input type="checkbox"/> Laptop computer <input type="checkbox"/> Apple G4 PowerBook <input type="checkbox"/> Dell Notebook PC <input type="checkbox"/> Internet connection <input type="checkbox"/> Video Conferencing via Polycom VSX7000 <input type="checkbox"/> QuickTime Video Streaming

Other Instructions / Requirements:

Note: There is an additional charge for services outside normal NLCC hours of Monday–Friday, 8:30am–4pm.

\$65.00/hr = 1 support personnel, \$125/ hr = 2 support personnel, \$180/ hr = 3 support personnel (1 hour minimum)

Approved by: _____
EMC Director or NLCC Media Services Manager

Job No.: _____