



**Classroom Support Services**

*Classroom A/V Services provides the Boston University Community with a variety of equipment to meet its instructional and presentation needs. Our staff will deliver and pick up most classroom equipment. They are trained to test and set up equipment and act as projectionists when necessary. Equipment will be delivered and tested 10-15 minutes prior to the start of class.*

**Boston University**  
 985 Commonwealth Avenue  
 Boston, MA 02215

Phone: 617.353.3227  
 Fax: 617.353.6154

Schedule classroom equipment at our internet site: <http://www.bu.edu/media/classroom.html>

Today's Date \_\_\_\_\_ College/Department \_\_\_\_\_  
 Your Name \_\_\_\_\_ Instructor \_\_\_\_\_  
 E-mail Address \_\_\_\_\_ Course # \_\_\_\_\_  
 Contact Phone \_\_\_\_\_ Affiliation?  Faculty  Staff-Academic  Staff-Administrative

**Service Booking Information:**

Date of Service	Start Time	End Time	Room/Building (EX. CAS-201, BRB-121)

**Classroom Equipment Requested:**

- VHS Video Deck & Monitor
- 3/4" Video Deck & Monitor
- Laser Disc Player & Monitor
- DVD Player & Monitor
- Closed Captioned Monitor
- VHS Projection
- 16mm Film Projector
- Other (please list requirements)
- Computer Projection with 15-Pin VGA Cable
- Slide Projector
- Double Slide Projector
- Portable Projection Screen
- Laser Disc Projection
- Compact Disk Player
- Audio Cassette Recorder
- Lavalier Microphone
- Portable Sound Podium
- Camcorder & Tripod
- Unlock podium / cabinet
- Record Player
- All-In-One Unit (Portable VHS/TV)
- Additional Overhead Projector  
(Each classroom has one (1) projector assigned)

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*Thank you!*