

In-District Meetings/Presentations/Technology Requests

(Please Print)

Allow a minimum of 48 hours to process and reserve your request-return form to LIBRARY or office.

Name: _____ Organization: _____

Contact Phone: _____ Email: _____

Cell Phone Contact: _____ WBSD Staff Liaison: _____

Date of Presentation/Activity: _____ **Time:** _____ **Presentation Length:** _____

Location (circle): **WBHS** **Wittenberg ELMS** **Birnamwood ELMS** **OTHER** _____

Presentation Space/Audience Size: (circle)

- Gym
- Small Group (1-8 people)
- Classroom (Up to 25 people)
- Large Group (20-50 people)
- Auditorium

(WBSD staff will reserve an appropriate location)



Note: *I will need additional assistance/training in using this district equipment. Thanks! Check this box.*

Equipment Needs: (circle all needed)

- Internet Access
- LCD Projector
- PC Computer with Speakers
- Stereo System/CD player
- DVD Player
- Speakers
- Microphone
- Document Camera
- ChromeCast
- Webcam
- Podium
- Screen

NOTE:

- District Internet Access is filtered. YouTube videos and other content may need to be checked in-advance.
- Our facilities have access to Microsoft Office Applications and wireless Internet access.
- If you bring your own computer it needs to be able to connect to a projector via a VGA cable. If you bring an Apple device, you will need to supply any adapters needed to connect to a projector. WBSD does NOT support Apple devices.
- WBSD computers will easily display: PowerPoint, PDF, Windows Media, Common Google Apps: Presentation, Docs, Forms, Hangouts.

_____ I am bringing my OWN device or laptop (Note: We do NOT support Apple equipment and can not provide cables and connectors/adaptors to work with any Apple devices.)

_____ I am requesting to use a District-owned Chromebook and Chromecast for my presentation.

To be filled out by School Personnel:

Room Assignment: _____

Request Received by School Office on: _____

Copy received by School Library on: _____

Equipment Needs/Requests Verified by School Library Staff on: _____