

WALLA Presentation Audio-Video Request Form

Presenters: Please return the completed form to your coordinator as soon as possible.

Coordinators: Please send the completed forms to:

WALLA AV Chairman
2325 Ellen Drive
Lafayette, IN 47909-2329

Or email an electronic copy to av@wallaonline.org

Title of WALLA course _____

Name of Coordinator _____ Phone number _____

Class Date and Time – Mon/Wed, _____ a.m. /p.m., or Tues/Thurs, _____ a.m. /p.m.

Name of Presenter(s) _____

Day and Date of Presentation _____, _____, _____, _____, _____, _____, _____, _____

All classes will have a WALLA laptop computer with a DVD drive, Ethernet connection to the Internet, and PowerPoint presentation software. We will also have either a video projector to a 100 inch or larger movie screen and stereo sound system or a 60 inch HDTV for small classes in room 158.

Please check all additional equipment needed:

Blu-Ray player _____ or DVD player _____.

Elmo Document Camera _____ (will show either opaque or transparent sheets)

35 mm slide projector _____

Whiteboard _____

Portable Lectern _____

Tables for _____ people (some rooms may have more chairs than tables)

Head worn or tie clip microphone and sound system for presenters _____

Hand held Microphone and sound system _____

Special needs – please be specific and include an email address or phone number for potential discussion and clarification. _____
