

Bell Oaks Library Media Center  
Technology Presentation Set Up Request

Date Submitted \_\_/\_\_/\_\_

Submitted to: Mr. Rizzo\_\_ Mrs. Burns\_\_

Requested By (Name): \_\_\_\_\_

For (Group):

When: \_\_/\_\_/\_\_

Where:

LMC Back Wall

LMC PC Lab Area

All Purpose Room

Conference Room

Other:

Room Setup:

School Board Set Up- Tables in U,  
seats for audience

Professional Development Set Up-  
Separate Tables with chairs

Other (Please be specific)

Equipment:

LCD Projector

Laptop\*:

Internet cable

Screen

TV/VHS/DVD

Other (Please be specific)

\*At this time there is not a laptop available  
through the LMC