



Thank you for your upcoming presentation. To help us prepare for your event please indicate what is needed on the form below. Please return this form no later than one week before the presentation, so that we can adequately meet your needs.

Name: _____

Presentation Date and Time: _____

Location: _____

Technology Needs: (Please check all that apply)

Laptop

Speakers

Projector

Internet

Other _____

If bringing your own technology please specify:

Laptop

IPad

Other _____

Please specify what type of media you will be using:

