

Film Booking Order Form

Please note: If you need equipment, please make arrangements with Classroom and Event Support at ext. 4357.

Classroom and Event Support staff members are responsible for equipment set up and servicing, but are not responsible for picking up media from the library and/or facilitating media showings in a class.

If you will need assistance with equipment arrangement, contact the IT Services Help Desk, ext. 4357, **two weeks prior to the showing**. Classroom and Event Support will see to it that the equipment is in working order.

Requestor: _____ Dept./Course Billed: _____

Campus Phone: _____ Home Phone: _____ Mail Box: _____

Title: _____ Running Time: _____

Format Desired: DVD VHS 16mm Other: _____

Source: _____

Show Date: _____ Alternative Date: _____

Show Time: _____ Location: _____

FOR OFFICE USE: Ordering information

Distributor:

1. _____

2. _____

3. _____

Format: DVD VHS 16mm Other: _____ Rental/Purchase Price: _____

Notes:

RPL FILE
RRLC HWS

Ordered: _____ Confirmed: _____

Received: _____ Returning Info: _____

Account: _____ Returned: _____ Via: _____