

*The Norman W. H. Loui Conference Center at Honolulu Community College*

**NLCC Media Service Request**

Please submit this completed form to: Elton Ogozo, NLCC Media Services Manager, HCC Educational Media Center

phone: 808-845-9242

fax: 808-845-2679

email: elton@hcc.hawaii.edu

Event:

Date(s) of Event:

Days of Week: M\_\_\_ T\_\_\_ W\_\_\_ Th\_\_\_ F\_\_\_ S\_\_\_ Sun\_\_\_ Time(s) of Event:

NLCC Location: Room 201\_\_\_ Room 214\_\_\_

No. of participants:

Type of Event: Conference \_\_\_ Class/Meeting/Seminar/Workshop \_\_\_ Video Conference \_\_\_

Requested by (Print name):

Today's Date:

Organization:

Billing Address:

Account Code:

Phone:

E-mail:

Signature:

**Please place a checkmark by the equipment / service required**

**Audio**

\_\_\_ Microphones:  
\_\_\_ Wireless Lavalier (1)  
\_\_\_ Wireless Handheld (1)  
\_\_\_ Additional microphones  
How many: \_\_\_\_\_  
\_\_\_ CD music playback  
\_\_\_ Computer audio playback

**Visual**

\_\_\_ Elmo Visual Presenter  
\_\_\_ PowerPoint presentation  
\_\_\_ Video Playback  
\_\_\_ DVD/VCD player  
\_\_\_ VHS player  
\_\_\_ via Computer

**Computers / Internet**

\_\_\_ Laptop computer  
\_\_\_ Apple  
\_\_\_ PC  
\_\_\_ Internet connection  
\_\_\_ Polycom Video Conferencing  
\_\_\_

Other Instructions / Requirements:

Note: There is an additional charge for media services outside the normal NLCC hours of Monday–Friday, 8:30am–4pm.

\$65.00/hr x number of support personnel (1 hour minimum)

Approved by: \_\_\_\_\_

Job No.: \_\_\_\_\_