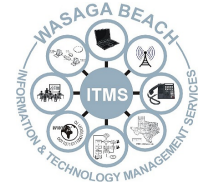




THE CORPORATION OF THE TOWN OF WASAGA BEACH

Information & Technology Management Services



# Presentation Equipment Request

Please complete and submit attention IT Support or Email and attach request to [itsupport@wasagabeach.com](mailto:itsupport@wasagabeach.com)

Please submit request 1 week in advance of event to ensure equipment is available  
or to allow time for alternate arrangements

Requested by: \_\_\_\_\_ Date requested: \_\_\_\_\_  
Contact number: \_\_\_\_\_ Date(s) required: \_\_\_\_\_ Time: \_\_\_\_\_ am \_\_\_\_\_ pm

Type of presentation(s): Power Point  Video  from Internet  from Server

This presentation has sound

The Classroom setup with Training System (maximum 6 users)  This service requires additional discussion with IT staff.

Location	Computer	Projector	Audio	Microphones	Internet	Server Data
Town Hall - Council Chambers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Town Hall - Classroom	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	<input type="checkbox"/>	<input type="checkbox"/>
RecPlex - Oakview Room	<input type="checkbox"/> *	<input type="checkbox"/>	<input type="checkbox"/> **	<input type="checkbox"/>	<input type="checkbox"/>	N/A
RecPlex - Auditorium	<input type="checkbox"/> *	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A
Arena - Banquet Hall	<input type="checkbox"/> *	<input type="checkbox"/>	<input type="checkbox"/> **	<input type="checkbox"/>	<input type="checkbox"/>	N/A
Public Works Meeting Room	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> **	N/A	<input type="checkbox"/>	<input type="checkbox"/>
Fire Hall Training Room/EOC	<input type="checkbox"/> *	<input type="checkbox"/>	<input type="checkbox"/> **	N/A	Coming Soon	Coming Soon

### I would like to sign out the following equipment:

\* Presentation Laptop Required  Portable Projector  Projection screen   
\*\* Portable speakers  Conference Phone

To be returned to Information Management Services, no later than: \_\_\_\_\_  
Portable equipment can be obtained from the Information & Technology Management Services office at Town Hall.  
Please note the portable projector for the Arena can be obtained, for use at that facility, through Arena staff.

### Terms of use:

I agree to return all equipment no later than the time specified above, in the same condition it was issued, to ensure availability to other users.  
I will ensure all cables, remotes, presentation devices, are complete and returned to the appropriate bags.

\_\_\_\_\_  
Borrower

\_\_\_\_\_  
Date