

WMS Technology Request Form
Complete in addition to WPS Application for Building Use.

Name:

Location:

Today's date:

___ I have read the WPS Acceptable Use Policy.

Date(s) & Time(s) requested:

Description of the Proposed Activity:

Hardware needed for this activity (check all that apply):

- | | |
|--|--|
| <input type="checkbox"/> Wireless laptop cart (15 laptops) | <input type="checkbox"/> SMARTboard |
| <input type="checkbox"/> Presentation laptop | <input type="checkbox"/> TV |
| <input type="checkbox"/> Projector (Infocus) | <input type="checkbox"/> VCR |
| <input type="checkbox"/> Transparency projector | <input type="checkbox"/> Auditorium microphone |
| <input type="checkbox"/> Digital Camera | <input type="checkbox"/> Auditorium screen |
| <input type="checkbox"/> DVD player | <input type="checkbox"/> Auditorium sound system |
| <input type="checkbox"/> External sound speakers | <input type="checkbox"/> Other _____ |

Software needed for this activity (check all that apply):

- | | |
|---|---|
| <input type="checkbox"/> Microsoft Word | <input type="checkbox"/> SMARTboard software |
| <input type="checkbox"/> Microsoft Excel | <input type="checkbox"/> Geometer's Sketchpad |
| <input type="checkbox"/> Microsoft PowerPoint | <input type="checkbox"/> TinkerPlots |
| <input type="checkbox"/> Microsoft Publisher | <input type="checkbox"/> Other _____ |

Connectivity needed: (check all that apply):

- | | |
|--|--|
| <input type="checkbox"/> Internet connection | <input type="checkbox"/> Internet Explorer |
| <input type="checkbox"/> Network Access (employees only) | <input type="checkbox"/> Mozilla Firefox |

Websites (so we can make sure they display properly in advance):

Plan B if Technology does not cooperate:

Submit to Pam Hall 48 hours in advance of activity.