



UNIVERSITY OF TORONTO

ACADEMIC + CAMPUS EVENTS

Audio Visual Requisition

Classroom Technology Support Group
www.ace.utoronto.ca/tech_support

Name _____

Phone _____

Dept/Organization/Group _____

Fax # _____

Address _____

Email _____

Course / Event _____

FIS Department Accounts For UofT Departments Only		Location			
G/L _____	_____	Building _____	NOTES:	Activate	
CC _____	_____			Room _____	Delivery Required
I/O # _____	_____				Operator Required (duration of event)
Fund _____	_____				Assist (Initial Setup Only)
CFC _____	_____				
Dates(s) Equipment Required		Equipment Items & Special Instructions			
Date(s) _____		Teaching Station / TSJr Station		NOTES:	
Days _____ Time _____ to _____		DVD Player			
		Microphone			
		P.A System			

Booking and Billing Inquiries
Academic + Campus Events
Tel: (416) 978 6544
Fax: (416) 978 4802

Return filled form to: avrequest@utoronto.ca
Delivery & Equipment Maintenance
ACE Classroom Tech Support
Tel: (416) 978 0423