



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 _____

FIS Department Accounts For UofT Departments Only		Location		Activate Delivery Required Operator Required (duration of event) Assist (during setup only)
G/L _____	_____	Building _____	NOTES:	
CC _____	_____			
I/O # _____	_____	Room _____		
Fund _____	_____			
CFC _____	_____			
Dates(s) Equipment Required		Equipment Items & Special Instructions		
Date(s) _____		Data Projector NOTES: DVD Player VHS player Microphone PA System		
Days _____ Time _____ to _____				

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 6543