

## Learning Resource Center —Video Taping Request Form

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Learning Resource Center, 2357 Chester Boulevard, Richmond, Indiana  
Contact: Mary Ramey, Learning Center Team Specialist  
Phone: 765-966-2656, ext. 1188; Fax: 765-962-8741; E-mail: mramey@ivytech.edu

### Video Taping Scheduling Guidelines:

Learning Resource Center faculty/staff will video tape class sessions, instructor evaluations and student speeches. For all other Audio Visual needs/requests, please contact Chris Cline in Information Technologies Department.

- Video taping is done by request/appointment only.
- Video taping requests for all other sites must be made at least **five working days** prior to the class or event
- A faculty or staff member **MUST** sign the request for video taping.

This is a one-time request.                       This is a recurring request.

Faculty/Staff Name: \_\_\_\_\_

Class or Event: \_\_\_\_\_

Site: \_\_\_\_\_ Room # \_\_\_\_\_

Date(s): \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_                      Time: \_\_\_\_\_ to \_\_\_\_\_

Day(s) of the Week: \_\_\_\_\_

### Audio/Visual Equipment Requested:

- Overhead Projector                       Videotaping Equipment

### Technical Support Requested:

- Set up equipment                       Taping of Speech
- Demonstration/training to operate equipment       Start and conclude taping of class session
- Other instructions: \_\_\_\_\_

Requested by: \_\_\_\_\_ Date: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ ext: \_\_\_\_\_

E-mail: \_\_\_\_\_