

Classroom Guest Technology Request Form

Preparation is the key to creating a positive technology experience. Completing this form will allow us to be ready for your visit and will ensure that all technology works smoothly.

This form can be filled out electronically and should be emailed as an attachment to the Librarian (chasec@doversherborn.org) and Technology Integrator (hartes@doversherborn.org).

Name: _____ Classroom or space where you will be presenting: _____

Date of your visit: _____ Time of your visit: _____

Please indicate an email address we can use to contact you with questions about your needs: _____

Choose the Technology you need supplied by Chickering

Please check all that apply

LCD Projector	IWB (Interactive whiteboard)	Overhead Projector
Laptop	Wireless Presenting Device	VGA converter for a Mac
Desktop computer	DVD Player	VHS Player
Wireless mouse	Handheld microphone	Headset microphone
	Document Camera	

Do you need access to the Internet? Yes No

Do you need to broadcast audio? Yes No

Please indicate the technology that you will bring with you

Please check all that apply

LCD Projector	VGA converter for a Mac	Wireless mouse
Laptop	Wireless Presenting Device	Document Camera

Please list any websites you will be accessing

We will check them to ensure that they are not blocked by our filter

#1

#2

#3

#4

#5

#6

Please tell us what you will be doing with Technology. The more we know the better we can support you. For example, YouTube can be accessed through teacher computers. However, our guest wireless account on guest-supplied computers will not allow access to YouTube.