

**Eastern Local Schools  
Media Request Form**

Date of Presentation: \_\_\_\_\_

Contact Information

Person Giving Presentation: \_\_\_\_\_

E-mail of Contact: \_\_\_\_\_

Please e-mail all PowerPoint or other files before arriving to give presentation. The district currently uses Office XP. Please make sure your files are compatible with Office XP before coming on site to give presentation. You must e-mail files at least **48 hours** before arriving at site so the building principal can test and make sure the presentation will work properly.

**Equipment Needs:**

\_\_\_\_\_ DVD Player

\_\_\_\_\_ LCD Projector

\_\_\_\_\_ Computer

\_\_\_\_\_ VCR

\_\_\_\_\_ Sound Equipment

\_\_\_\_\_ Special Software: \_\_\_\_\_

\_\_\_\_\_ Other: \_\_\_\_\_

