

WHCL Student/Clubs Media Request Form

Student Name*: _____ Student Email*: _____

Phone Number*: _____ Club Name*: _____

Club Advisor*: _____ Advisors Phone Number*: _____

Terms of Agreement*

- Our club agrees to be financially responsible for any loss or damage occurring to the equipment while it is in our care.
- We agree to keep said property in good and proper condition as determined by the District.
- We agree to be the only person/persons using said equipment.
- Our club will return said equipment to the WHCL Media Specialist on the date stated below.

I understand and agree to the above Terms of Agreement *

Name of Event: _____

Starting Date of Event: _____ Ending Date of Event: _____

Ending Date of Event: _____ End Time of Event: _____

Recurrence/ Duration of Event: _____

Select Campus

Lemoore

Pickup or delivery date and time, if different from time of actual event _____

Main Room or Area: _____

(Please fill out requests for Breakout Rooms on separate pages if media requests differ by room!)

Equipment Needed

DVD Player

Portable Sound System (comes with 4 speakers, 2 mics, cd player, mic stand)

WHCL Conference Center: Microphones # of _____

Hand Held Head Set Laptop Set Internet Connection

AV Cart with Power Source: **Heavy-duty Extension Cord:** Length: _____

Technical Assistance requested: set-up only entire event

Please describe dress code: _____

Administrator signature: _____ Date: _____

Dean Of Students signature: _____ Date: _____

Advisor Signature: _____ Date: _____

All signatures must be hand written, the form can either be hand delivered to the media department or deposited into the media department's mail box or faxed to (559) 925-3896. All requests must be submitted at least 10 working days in advance of the event to the West Hills College Lemoore media department. Any requests that do not have the proper hand written signatures will be declined.