# How To: Request For Audio Visual (A/V) Services

## Reservation Forms:
The following A/V Reservation Forms can be found on the Audio Visual Services website, [http://www.fau.edu/irm/instructional/av_services.php](http://www.fau.edu/irm/instructional/av_services.php)
- Audiovisual Request Form
- Video/Audio Production Request Form

Please provide at least 3 days notice. If you have a need for a particular piece of equipment not on the list, please email A/V at [AVSERV@FAU.EDU](mailto:AVSERV@FAU.EDU) and they will add your request to their ticket system.

## Audio Visual Equipment:
The following audiovisual equipment is available by request for faculty:
- Projector w/ computer cart
- Laptop computer cart
- Loudspeaker System
- Overhead Projectors
- Data/PowerPoint Projectors
- Slide Projectors
- TV-VCR Carts
- DVD Players

Equipment that is needed on an ongoing basis for classes, should be requested at least two weeks before the start of a semester. Confirmation is necessary in order to ensure that the equipment is available for your class.

## Hours of Operation:
- Mon- Thurs 8AM-10:30PM
- Fri 8AM-9:30PM
- Sat 8AM-4:30PM
- Sun Closed
- Between semesters 8AM-5PM

## Contact A/V Services:
- Location: BOCA GS-114
- Phone: (561) 297-3707
- Email: [AVSERV@FAU.EDU](mailto:AVSERV@FAU.EDU)

For further assistance and requests, please contact the University Help Desk: [http://www.fau.edu/helpdesk](http://www.fau.edu/helpdesk) OR 561-297-3999