

**Glenwood CSD
IT Department**

Procedure for Presentation Setup

It is the IT department's intention to assist staff and guests in setting up hardware for a presentation. By following this procedure/timeline the department will work their hardest to assist in a timely manner. We are asking that all educators give the department a minimum of **two week notice** to set up hardware and software for a presentation. The following information needs to be included in your service ticket.

1. Curriculum Objective of Presentation:
2. Date & Time of Presentation (Include Length of Presentation):
3. Will Presenter Be Bringing any Equipment?
4. VCR/DVD/CD-Rom Needs:
5. Specific Hardware/Network Needs:
6. Specific Software Needs:
7. Wired or Wireless Internet Needs:
8. Building and Location of Equipment (Where Presentation will be Presented):
9. Contact Person Information (email and phone):
10. Any Special Requests: