



Pine Technical & Community College

ITS Service Request Checklist

Presenter Information (please complete this section or attach a copy of the Facility Use Agreement):

Event Date: _____ Time: _____ Duration: _____

Presenter's Name: _____

Contact Phone #: _____

Contact e-mail: _____

★ An equipment check will be scheduled 20 minutes prior to the event. If this is not possible, accommodations must be made for a check. Please bring presentations on personal flash drive compatible with Microsoft devices and software.

Equipment requirement checklist (please check the box associated with the service you are requesting):

- College computer for presentation. All college computers are equipped with Microsoft Office, Adobe Acrobat Reader, Internet Explorer, Google Chrome, and Mozilla Firefox.

**Apple devices and products are not supported at this time.*

Please list any special programs or applications needed:

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- Wireless Internet Access
- Speaker Phone
- Do you need us to set up a conference call (additional fees may apply)?
- Overhead Projector
- Data Projector
- DVD/VCR Player



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- Computer lab access
- Do event participants need individual computer logins?



800.521.7463/
320.629.5100



www.pine.edu



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Pine City, MN 55063



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MINNESOTA STATE COLLEGES
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