

AV EQUIPMENT BOOKING CHART

Location / Department: _____

Period: ____/____ to ____/____

DATE	EQUIPMENT ITEM	USER / FACULTY	TIME OUT	TIME IN	EVENT / ROOM	STATUS
Oct 24, 2023	Projector Kit A	Dr. Aris Thorne	09:00 AM	11:30 AM	Conf. Room 4	Returned
Oct 24, 2023	Wireless Mic Set	Sarah Jenkins	01:00 PM	04:00 PM	Lecture Hall	Out

DATE	EQUIPMENT ITEM	USER / FACULTY	TIME OUT	TIME IN	EVENT / ROOM	STATUS
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Notes: Please ensure all cables are coiled neatly upon return. Report any technical faults immediately to the IT helpdesk.