

UCLA Audio Visual Services Fax Request Form

Phone: (310) 206-6591

Fax: (310) 825-3996

For more information on making a reservation, refer to "Usage Policies" at www.oid.ucla.edu/avs

Department			
Billing Info	Department Code	Recharge ID	
	Course # or Event		
Instructor / Client	First Name		Last Name
	Phone #		Office (Building & Room)
	E-Mail Address		
AV Order Requested By:	First Name		Last Name
	Phone #		Office (Building & Room)
	E-Mail Address		
Event Location:	Building		Room
Dates	Start Time	End Time	Equipment Requested
Delivery Preference (Circle One)	Will-Call	Set/Strike	Show

Note: Picture ID is required for all will-calls

You do not have a reservation until you receive either an E-mail or telephone confirmation.