Classroom Support Services request form

Applicant details	
Applicant name	
Applicant contact numbers	
Applicant email address	

Is the event hosted by an external entity (i.e. non-UCT)?

Yes		No	
Company name		UCT department / society / group name	
UCT vendor list customer number*		Fund number**	
		Fund holder**	
		Cost centre number	
* If you're not on the UCT vendor list, complete forms SD001 and SD004 and submit it with this.		** If you're not the fund holder, please ask the fund holder to send authorisation to icts-css@uct.ac.za.	

Event details	
Event date(s)	
Event start and end time(s)	
Classroom(s)	

Support requirements	
Onsite technical support required? (Y/N)*	Yes No

* Technical support is mandatory for the entire event when:
- The host is an external entity
- The event is hosted after hours but no UCT staff member has taken responsibility for the equipment

Equipment needed	
Item	Quantity
Data projector	
PA system	
Microphone(s)	
Data projector screen	
Fixed PC	
Document camera	
Microphone stand	
Podium	

- Read this article to find out if you will be charged to use the equipment. If so, CSS prices will apply.
- If you require a laptop, visit the ICTS Equipment Rental Service page to place your order.

Any other comments / notes?

this form.

Please also email your Venue Bookings confirmation to icts- css@uct.ac.za.