

Workshop Equipment Request List - State Conference

Name of Workshop _____

Date of Workshop _____

Workshop Presenter _____

Workshop Chair _____

Please clearly mark each piece of equipment that you will need for your workshop:

Number of tables needed: 1 ___ 2 ___ 3 ___ More ___

Number of chairs needed: 1 ___ 2 ___ 3 ___ More ___

Podiums: 1 ___ 2 ___

Microphones

Podium 1 ___ 2 ___

Floor 1 ___ 2 ___

Lapel 1 ___ 2 ___

Projector for PowerPoint Presentations: _____

Computer: _____

Screen: _____

Extension Cords: 1 ___ 2 ___

List any other supplies you may need: _____

Workshop Objectives: _____

Workshop Description (Brief): _____

Remember, TEEA is trying to keep costs down. If possible, bring your own equipment, or borrow equipment from the AgriLife Extension office.

Submit this form to the TEEA Second Vice President for Programs by the May Board meeting.