

Technology Booking Requests Deadlines & Information Needed

For a **GUEST PRESENTER** (*who needs technology involvement*), the following needs to be emailed to me no later than 1 week (the earlier the better) prior to the event.

Location in school: <<**School Room**>>
Name of Presenter: <<**Insert Name of Presenter**>>
Event Date: <<**Insert Event Date**>>
Time/Period of Event: <<**Insert Time/Period of Event**>>
If presenters bring their own tech, what kind of devices: <<**Tech Devices**>>
Does Presenter need WiFi: <<**Yes or No**>>
Does Presenter have other tech needs (cords, connections, speakers, devices, etc):
<<**Insert Name & Contact of Organizer**>>

For Internet WiFi access for an **EVENT** (*Workshop, Pro-D, Tournament, etc*), the following needs to be emailed to me no later than 2 weeks (the earlier the better) prior to the event.

Location: **Burnaby Central Secondary**
Name of Event: <<**Insert Name of Event**>>
Event Date: <<**Insert Event Date**>>
Time of Event: <<**Insert Time of Event**>>
Number of Individuals expected to use WiFi: <<**Insert Number of Individuals**>>
Contact Details of Organizer: <<**Insert Name & Contact of Organizer**>>
Contact Details of Event Day Contact (if different than above):

For a **PORTABLE WiFi Speakers**, the following needs to be emailed to me no later than 1 week (the earlier the better) prior to the event.

Location in school: <<**School Room**>>
Name of Event: <<**Insert Name of Event**>>
Name of Club/Organization: <<**Insert Name of Club/Organization**>>
Event Date: <<**Insert Event Date**>>
Time/Period of Event: <<**Insert Time/Period of Event**>>
Intended Return Date: <<**Insert Return Date**>>