



MEDIA DISTRIBUTION SERVICES

<http://mds.calpoly.edu>

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EQUIPMENT SETUP AGREEMENT

I have read the Media Distribution Services
"Equipment Setup Agreement" and agree with the terms.

Signature: _____ Date: _____

Personnel Info

Faculty/Staff:

Office Phone:

E-mail:

Department:

PeopleSoft Account # to charge:

Contact Person:

(who will be at setup site)

Contact Person Phone/cell phone:

Event Info

Date of Setup: _____ Time of Setup: _____

Start Time of Event: _____

Date of Pickup: _____ Time of Pickup: _____

Location of Event:

Draw a floor plan sketch of the site and where the equipment is to be placed.

Special Requests or Requirements of the Setup/Event:

Other than the equipment request

