



AUDIO VISUAL REQUEST FORM

ROUTE TO:

RELIGIOUS EDUCATION OFFICE ASSISTANT, BARB HEPPNER

AUDIO VISUAL EQUIPMENT

(VIDEOS, T.V., VCR, TAPE RECORDERS, CD PLAYERS, ETC.)

\*\*ANY AUDIO VISUAL NEEDS FROM THE DIOCESAN OFFICE MUST BE ORDERED AT LEAST 2 WEEKS IN ADVANCE, REFER TO BLUE BINDER IN THE TEACHER RESOURCE ROOM. (WE DO HAVE A WIDE SELECTION OF VIDEOS HERE IN THE OFFICE.)

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NAME \_\_\_\_\_

GRADE \_\_\_\_\_ ROOM # \_\_\_\_\_

ORGANIZATION \_\_\_\_\_

TODAYS DATE \_\_\_\_\_

DATE MATERIALS ARE REQUIRED \_\_\_\_\_

AUDIO VISUAL MATERIALS NEEDED:

VIDEO NAME \_\_\_\_\_

VIDEO NUMBER \_\_\_\_\_

VIDEOS NEEDED FROM DIOCESAN OFFICE:

VIDEO NAME \_\_\_\_\_

VIDEO NUMBER \_\_\_\_\_

OTHER AUDIO VISUAL MATERIALS NEEDED: \_\_\_\_\_

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