**Long-Term Media Equipment Reservation**

*Process for Talbott Springs ES*

**Directions:** To request media equipment please follow the steps listed below.

1. Refer to [calendar spreadsheet](https://docs.google.com/spreadsheet/ccc?key=0AsWi7q3XLYvddEpUY1VLMWhuaTJjcmpCUUJ4Y0VZUXc#gid=0) for availability



1. Email Ruth Walker, lead technology teacher with:
	1. Item requested
	2. Date of request
	3. Time of request





1. After confirmation of availability from Ruth Walker, complete the following [survey](https://sites.google.com/a/hcpss.me/reservoir-media-center/make-reservations) to receive your materials.