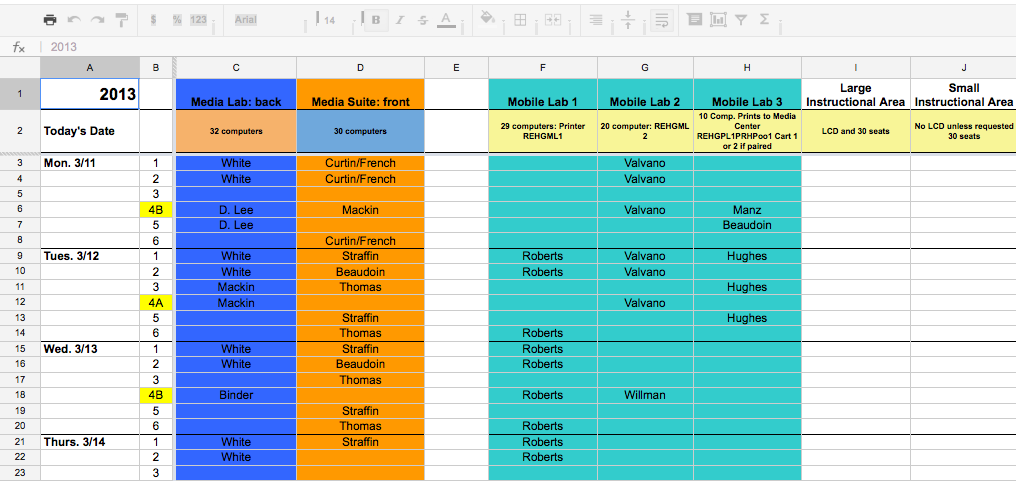
**Long-Term Media Equipment Reservation**

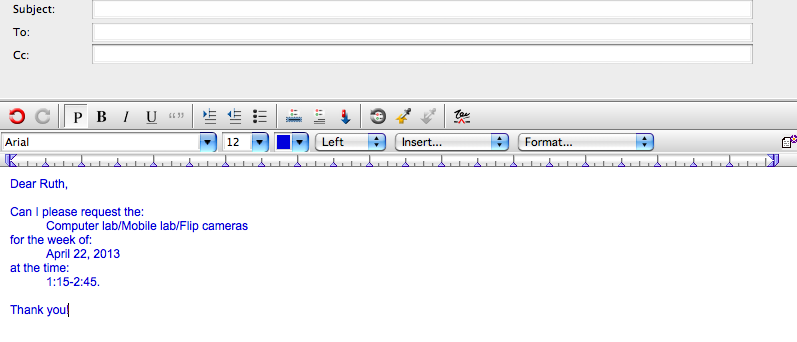
*Process for Talbott Springs ES*

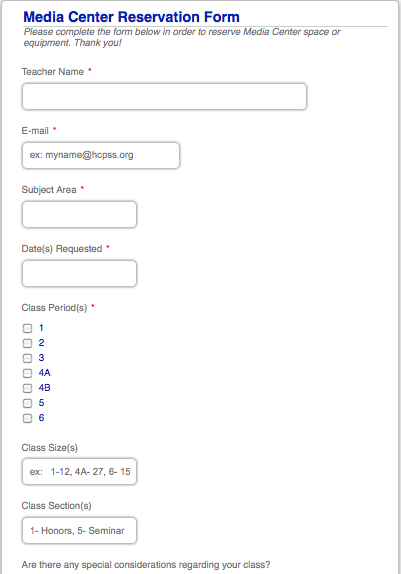
**Directions:** To request media equipment please follow the steps listed below.

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



1. Email [Ruth Walker](mailto:Elizabeth_M_OConnor@hcpss.org?subject=ET630), 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.