Division of Events Management
Multimedia Work Order Request

- Full Event Title:

- Requester: Date(s):

- Location: Virtual   On-Site   Bldg./Room: Hybrid

- Time(s):

- Test Date(s):

- Test Times(s):

- Host Tech Support:

- Host Tech Support Phone Number:

- Institute / Branch:

- Govt. Contact:

- AO Name:

- AO Phone Number:

- CAN Number:

  Additional Services
  - Will you need ASL services?   Yes   No
  - Do you need us to create prerecorded talks for your event? Yes   No
  - Will you have Pre-records for play back? Yes   No
  - Do you need Dual Captioning for your event? Yes   No

  We will create a work order number for you to use to book your meeting with CIT.
We will also need your confirmation information from the Web Team such as SIP address:

Passcode:

"Join the Meeting" URL:

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MM WO#:   Producer: