Social Media Equipment Request Form
Wright State University Office of Marketing, Office of the President

Requests should be submitted at least one week before equipment is needed. Limited availability; available on a first-come, first-served basis. All equipment must be picked up and returned in person at:
4035 Colonel Glenn Highway, Suite 300; Beavercreek, OH 45431

Date form submitted: ____________ Date form received: ____________

Requested by: _______________________________________________________
Department or org: ___________________________________________________
Phone: __________________________________________________________________

Item(s) requested: ___ Snapchat Spectacles: includes one pair glasses, one case, one USB charger
 ___ iPad Mini: includes case
 ___ External USB battery pack
 ___ USB charging cord, circle one: Apple Android
 ___ The Claw™ cell phone tripod
 ___ Other: ____________________________

Checkout date: __________________________
Checkout time: __________________________ AM  PM
Return date: __________________________
Return time: __________________________ AM  PM

Responsibility Party
Faculty/staff signature is required. Student borrowers must have a faculty or staff member sign off on this equipment agreement. The signee is responsible for all equipment. Any damaged, lost, stolen, or unreturned equipment will be replaced and billed to the below responsible party using the provided Banner account information.
Printed name: _______________________________________________________
Signature: __________________________________________________________
Department or org: _________________________________________________
Banner account #: _________________________________________________

Submit Completed Form:
Wright State University Social Media Team FAX: (937) 912-0647
Office of Marketing
4035 Colonel Glenn Hwy. #300 Email: socialmedia@wright.edu
Beavercreek, OH 45431

Questions? Email socialmedia@wright.edu or call (937) 912-0660.

Office of Marketing Use Only
Checked out by: ____________ Date & time: ____________ Condition: ____________
Checked in by: ____________ Date & time: ____________ Condition: ____________
Notes: