

# 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

### Responsible 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  
Office of Marketing  
4035 Colonel Glenn Hwy. #300  
Beavercreek, OH 45431

FAX: (937) 912-0647

Email: socialmedia@wright.edu

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

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### Office of Marketing Use Only

Checked out by: \_\_\_\_\_ Date & time: \_\_\_\_\_ Condition: \_\_\_\_\_

Checked in by: \_\_\_\_\_ Date & time: \_\_\_\_\_ Condition: \_\_\_\_\_

Notes: