



# Web Cast Request Form

Please email this form to:  
webcast@utk.edu

Who will be the Hosting Department? \_\_\_\_\_  
Who will be the Department Contact? \_\_\_\_\_  
Contact Phone: \_\_\_\_\_  
Contact Email: \_\_\_\_\_

Billing Account Name: \_\_\_\_\_  
Billing Account #: \_\_\_\_\_  
IRIS Account Contact: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Event Date: \_\_\_\_\_  
Event Time: \_\_\_\_\_  
Event Duration: \_\_\_\_\_  
Event Location: \_\_\_\_\_

What is/are the Presenter(s)' Name(s)? \_\_\_\_\_  
Will the presenter(s) be non-UT personnel? Yes  No   
Will there be a PowerPoint Presentation or Document Camera used? \_\_\_\_\_

(For Network Ports that are not already active, these ports need to be active at least 24 hours before the start of the event. This allows adequate time to test before the actual event.)

Official Use Only:

Active network Port on location? \_\_\_\_\_ Circuit ID#: \_\_\_\_\_

What is the number of cameras to be used on this event? \_\_\_\_\_  
 Sony AnyCast  Sony PTZ  Sympodium

How many microphones will be needed? \_\_\_\_\_  
Types of microphones? \_\_\_\_\_