

# Videoconference Scheduling Form

Today's Date: \_\_\_\_\_

Teacher Requesting Session: \_\_\_\_\_

VC Date & Time – 1<sup>st</sup> Choice: \_\_\_\_\_

VC Date & Time – 2<sup>nd</sup> Choice: \_\_\_\_\_

VC Date & Time – 3<sup>rd</sup> Choice: \_\_\_\_\_

Content Provider: \_\_\_\_\_

Program Title: \_\_\_\_\_

Cost of Session: \_\_\_\_\_

Number of students / Grade: \_\_\_\_\_

Purpose of VC:  Introduce students to a new subject  
 Extend the classroom lesson being taught

## Equipment/Peripherals Needed

Laptop                       Document Camera                       DVD  
 Projector                       VCR     Other \_\_\_\_\_

**Presentation Details** (*backdrop, props, materials, student interactivity, format, etc*):

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**District Procedures** (*Change, add or delete info below to customize for your district.*)

Please complete this form, make a copy for your records and return to [Site Manager], [Site Manager Address].

Upon completion of this form, you should complete a purchase requisition for your principal's approval if there is a cost involved and attach a copy of this form.

Your principal will be emailed when I receive this form and once I have received principal approval, I will schedule the session immediately. We will not wait for the purchase requisition process to be completed before scheduling. Should you have any questions regarding this form, please contact me at [Site Manager email address].