

SHSU ITV & Special Event Recording Request

Please select one option below:

ITV Course Request

Special Event Recording Request

Contact and Course Information

Please complete the information below:

Department: _____

Course Name and Number: _____

CRN Number: _____

Faculty Name: _____

Phone: _____

Email: _____

Event Information

Event Dates and Times: _____

Location 1: _____ Location 2: _____

Room Number: _____ Room Number: _____

Phone: _____ Phone: _____

Email: _____ Email: _____

Event Description: _____

Special Equipment Needs: _____

Please print/sign and return to DELTA:

Department Chair

DELTA Representative

Original form to be kept by DELTA. In the event of a cancelled session, contact DELTA at 936-294-2780 or email DELTA@shsu.edu as soon as possible. Please arrive 15 minutes prior to each ITV course.