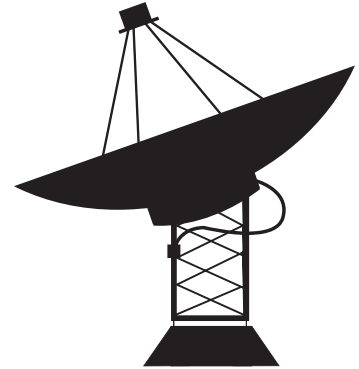


Satellite Downlink

REQUEST FORM



▶ **REQUESTOR** (PLEASE PRINT)

CONTACT NAME	DEPARTMENT	DATE SUBMITTED
PHONE NUMBER	EMAIL	

▶ **SERVICE REQUESTED**

SIGNAL DATE OF SATELLITE DOWNLINK BROADCAST
BROADCAST SUBJECT OR TITLE
BROADCAST TIME (specify PST or EST)

SATELLITE
C BAND OR KU BAND
AUDIO FREQUENCY
TRANSPONDER OR CHANNEL
TRANSPONDER FREQUENCY
TROUBLE CALL #

WHERE WILL BROADCAST BE VIEWED ON CAMPUS?
IS ROOM CABLED FOR STV OR ACADEMIC SYSTEM?
IS ROOM EQUIPPED WITH TV/VIDEO PROJECT SYSTEM?

▶ **SERVICE AGREEMENT**

Information Technology Systems and Services (ITSS) schedules and provides satellite downlink service from the satellite dish to the wall outlet. Satellite downlink requestors are responsible for all other event coordination, including room suitability and reservations, equipment rental, setup, testing and troubleshooting.

▶ **ACCOUNT INFORMATION**

DEPARTMENT IT CONTACT NAME
ACCOUNT NUMBER (FOR ONE-TIME CHARGES)
DEPARTMENT IT CONTACT SIGNATURE
CSO # (FOR ITSS OFFICE USE ONLY)

▶ **RETURN FORM BY FAX**

Information Technology Systems and Services (ITSS)
FAX: (650) 725-7970

▶ **NEED MORE INFORMATION?**

Call the Stanford IT Help Desk at (650) 725-HELP(4357).