

LJMU Academic Resource Request Form

In order to ensure that all of the equipment and resources you require are available, you are kindly asked to complete and submit this form to Sportstart@ljmu.ac.uk 48hrs prior to your lecture/seminar.

Name: _____

Email: _____

Telephone Number: _____

University Weeks: _____

Weekday: _____

Time: _____

Location: _____

Equipment (QTY in brackets): _____

Do you require ICT/AV support? If so, please contact a member of ICT in advance.

Any other practical support required: _____

Does your activity have a written risk assessment? If not, please contact Sportstart@ljmu.ac.uk if you require any assistance.

To discuss your requirements in further detail, please contact Joe Coombes on ext. 5219 or J.coombes@ljmu.ac.uk