



Media Services

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Media Services Staff Meeting September 26, 2002 2:00pm

1. **Govenors's , Lt. Govenor and Senator Zell Miller 's Visit on Monday September 30th outside Allgood Hall.**
2. **(Ralph is assigned to assign personnel to work sound system and another to video tape. Professionally dressed)**
3. **Inventory Visit with Leon October 17th**
Each staff member should assist Gordon in finding all the equipment that is listed on our inventory record please assist him with the locations.
4. **Fish Fry on Friday**
We do not have to setup the fish fry, Jim Benedict has asked for a lot of equipment to be delivered but he will set it up. Ralph will call Dr. Barnabei to get the details for the equipment location and needs.
5. **Equipment Issues in Allgood Hall**
Please document equipment failures and send them to Rose so she can compile a list of items for the av installers to check when they are available. We are still getting an enormous amount of equipment requests even with the equipment in Allgood Hall being utilized daily. We are still receiving 50 to 60 requests daily.
6. **Equipment Installed in Markert Hall must be taken down and moved by October 12th. We need to take down all the tv/vcr mounts in the classrooms and the screens in the rooms plus we need to do COB when we are finished.**
7. **Training the students on equipment installed in Allgood Hall.**

Comments

Gordon will contact Continuing Education to find out if they are still scheduling classes in those buildings, and when they would be finished.

Ik was assigned to check the classrooms in Fine Arts and provide a complete listing of all equipment and room with equipment installed in themm.