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

STAR NAME

ACCOUNT NUMBER (FOR ONE-TIME CHARGES)

STAR SIGNATURE

CSO # (FOR CNS OFFICE USE ONLY)

RETURN FORM BY MAIL OR FAX

Information Technology Systems and Services (ITSS) Communication and Networking Services (CNS) 195 Forsythe Hall Stanford, CA 94305-4140

FAX: (650) 725-8108

NEED MORE INFORMATION?

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