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One W. Main St. 10<sup>th</sup> floor, Rochester, NY 14614  
www.mcba.org

## CLE Equipment Request Form

Please submit at least one week prior to program date to  
lspinelli@mcba.org -or- Fax 585.546.1807

Requested by: \_\_\_\_\_

Program Name: \_\_\_\_\_

CLE Program Date: \_\_\_\_\_

The Bar Association has the following items available to our speakers

*Please check (  ) the appropriate box(es)*

- Projector with Laptop
- Wireless Internet Access
- Chart Pad(s) and Easel(s)
- Lavalier (lapel microphone) Preferred \*
- TV and DVD Player/ VCR
- Monitors
- Other: \_\_\_\_\_

(Additional equipment not listed can be rented if budgeted into the program)

\*Table Microphones and the podium microphone are provided without request.