

OPERATION: MILITARY KIDS

Mobile Technology Lab Request Form



1. Dates MTL Needed (time to ship, actual event, and return)

Pick Up: _____ Event: _____ Return: _____

2. Key Contact Person

Name: _____

Address: _____

E-Mail: _____

Phone: _____

3. Narrative of Event

Name of event: _____

Purpose/goal of event: _____

Length of event: _____

Number of youth and adults anticipated to be served at event:

Youth: _____ Adults: _____

***Equipment needed: (please use page 2)**

4. Storage Procedure for MTL

5. Media Plan and Press Release

(include name and address of newspapers press release sent to)

Mobile Technology Lab Contents List

Please indicate how many of each item you are requesting



Quantity Needed	Items
	10 Dell Latitude D630 laptops
	10 Dell Latitude AC Adaptors
	2 Canon ZR800 mini-DV Camcorder
	2 ZR800 AC Adaptors
	2 ZR800 RCA Cables
	2 Empty DV Tape Cases
	16 mini-DV Tapes
	4 Plantronics Headsets
	4 Analog Audio to USB Dongles
	2 Wireless-G Routers
	2 Router AC Adaptors
	4 Router Antennas
	2 Canon Powershot SD 1000 Camera
	2 Powershot Battery Charger
	2 Powershot RCA Cables
	2 Powershot USB Cables
	25-Pack blank CD-RW Disks
	25-Pack blank DVD+R Disks

Quantity Needed	Items
	10 Mice
	12 Mousepads
	2 120 GB Firelite Firewire External Hard Drives
	2 Firewire Cords
	2 Firelite AC Adaptors
	2 25 ft. AC Extension Cords
	2 HP DeskJet Printer, Scanner, Copier
	2 DeskJet Adaptors
	2 Ethernet Cables
	3 DeskJet Color Cartridges
	3 DeskJet B/W Cartridges
	1 USB A-B Cable
	1 Additional D630 Laptop
	1 Additional D630 Adaptor/ Accessories
	1 Bluetooth Mouse (only works with additional D630)

Software Included:

- Microsoft Office 2003 Professional
- Adobe (Macromedia) Flash Professional
- Adobe Premiere Elements 3.0
- Adobe Photoshop Elements 5.0
- Riverdeep Kid Pix Deluxe 4
- Hallmark Card Studio 2006
- Symantec Ghost Solution Suite 2.0
- Encarta Premium 2007 and Encarta Premium 2007 Win32 English Disk Kit
- Nero Ultra Edition
- Deep Freeze ENT Media Package