

National Interagency Fire Center

Training Equipment Request

Contact Information

|  |  |  |  |
| --- | --- | --- | --- |
| **Requester/Trainer:** | Click here to enter text. | **Phone #:** | Click here to enter text. |
| **Email:** | Click here to enter text. | **Agency:** | Choose an item. |
| **Course Name:** | Click here to enter text. | **Location/Bldg./Room:** | Click here to enter text. |
| **Setup Date:** | Click here to enter a date. | **Cleanup Date:** | Click here to enter a date. |
| **Class Start Time:** | Click here to enter text. | Choose an item. | **Class End Time:** | Click here to enter text. | Choose an item. |

Telecommunications Requirements

|  |  |  |
| --- | --- | --- |
| **Phones?** |[ ]  **# of Phones:** | Click here to enter text. |
| **Conference Phone?** |[ ]   |  |

Help Desk Requirements

|  |  |  |
| --- | --- | --- |
| **# Laptops:** | Click here to enter text. | **Internet Access?** |[ ]
| **# Connections:** | Click here to enter text. | **Color Printer?** |[ ]
| **B&W Printer(s)?** |[ ]  **# B&W:** | Click here to enter text. |

Special Instructions

*All laptops come with Windows XP and Office 2007*

*If you require any other special software, please enter it here:*

Click here to enter text.

**After completing this form, please save then email as an attachment to:**

**BLM\_FA\_NIFC\_Help\_Desk@blm.gov**