

WVU Physics Lecture Demo Turn-Key Procedures

0. If you have not done so already, complete the Lecture Demo Request Form (demos cannot be used unless you complete the form and receive approval from the Lecture Demo Specialist/TA)
1. Your lecture demo request approval email should contain:
 - a. The date and time you should pick up and return the lecture demo kit
 - b. The access code for the lecture demo room
 - c. The location for the requested demo kit in the demo room
 - d. An example demo plan, which includes any set-up and take-down procedures
2. At your scheduled pick-up time:
 - a. Use the access code to enter the lecture demo room
 - b. Locate the requested demo kit in the demo room using the Demo Kit ID
 - c. Remove the requested demo kit from its defined location
 - d. Locate the sign-out sheet by the demo room door and fill it out completely
 - i. Name
 - ii. Pick-up date and time
 - iii. Demo Kit ID and location
 - iv. Email
 - v. Class/event where demo will be used
 - e. Take demo kit to your class/event (be sure to close demo room door!)
3. Set up and use the demo in your class/event
 - a. Be sure to read the Demo Plan for details and suggestions
4. At your scheduled return time:
 - a. Use the access code to enter the lecture demo room
 - b. Return the demo kit to its prescribed location using the Demo Kit ID
 - c. Locate the sign-out sheet by the demo room door and fill it out completely
 - i. Return date and time
 - ii. Any equipment issues