

Wall Plug #	
Switch #	
Port #	
RDK #	
VLAN #	
<i>(For Internal Use Only)</i>	



Internet and Wi-Fi Request Form

(This must be sent to Jacob.Wheeler@thehrcc.com)

NOTE: NEED 5 BUSINESS DAYS NOTICE, PREFERABLY 10 BUSINESS DAYS

Event Name:	
Event Date(s):	
Event Manager Requesting:	
Request Submittal Date:	
What Type of Connection?	☐ Wi-Fi ☐ Hardline
Specific Network Name Requested? <i>(Wi-Fi Only) (Optional)</i>	
Number of Users: <i>(Wi-Fi Only)</i>	
What will the <u>Hardline</u> be used for? <i>(Required for hardlines only)</i> (Registration, Point of Sale, Video Broadcasting, Music Streaming, Presentations, Etc.)	
List ALL equipment that will be used on the network and best-estimated quantities. <i>(Required)</i> (Switches, Cameras, Computers, Cellphones, Registers, Point of Sale Systems, Printers, Etc.)	
Technical Contact: <i>(Name, Email, Phone#)</i>	
<i>Note: All networks will be given a randomized password for security purposes.</i>	
Non-HRCC and Non-COH routers are NOT allowed in our facility.	

Please check applicable box for bandwidth service speed needed:

- ☐ **Low:** Email, Simple Web Surfing, Point of Sale
- ☐ **Medium:** Web Applications, Streaming Audio
- ☐ **High:** Instructor Led Web Training, Large File Transfers, Video Streaming

