

## ***HHSOM Equipment and Repair Request Form***

**Name and Email of Faculty:** \_\_\_\_\_

**Description of Equipment and/or Repairs**

(please provide a ranked order of importance)

**Estimated cost**

(including shipping)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**Total Amount Requested**

\_\_\_\_\_

**1. Explain how this equipment will be used, considering both student and faculty impact.  
(200 words max)**

**2. For repair requests, explain the necessity and urgency of the repair and how the current state of the equipment is affecting the students and faculty. (200 words max)**

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**Question 2 answer continued:**

**3. Explain how this equipment/repair request impacts the recruitment efforts of the HHSOM and improves our reputation in comparison to other schools of music. (200 words max)**

**4. What are any possible continuing costs associated with the equipment purchase?**

**5. What other equipment does the HHSOM currently have that is similar to the requests on this list? Please describe the current status of similar equipment.**

**6. Explain the urgency of the request as best you can. Is this needed immediately? Within the next year? Within the next 3 years? (200 word max)**