[A blue and white sign

Description automatically generated](https://www.smartsheet.com/try-it?trp=12211&utm_source=template-word&utm_medium=content&utm_campaign=Basic+Audio/Visual+Equipment+Inventory+Template-word-12211&lpa=Basic+Audio/Visual+Equipment+Inventory+Template+word+12211)**Basic Audio/Visual Equipment   
Inventory Template**

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| **Prepared By:** |  |  | **Date Prepared:** |  |
| **Reviewed By:** |  |  | **Date Reviewed:** |  |

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| --- | --- | --- | --- | --- | --- |
| **Asset Information** | | | | **Location Details** | |
| **Asset ID** | **Asset Name** | **Manufacturer** | **Type** | **Department** | **Assigned To** |
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