## Online Audio/Visual Equipment Inventory Template Example

Business Name	
Address	
Phone	
Email	



Prepared By	Reviewed By	
Date Prepared	Date Reviewed	

Asset ID	Name	Category	Manufacturer	Department	Location	Assigned To	Notes
AV-001	Panasonic 4K Camera	Camera	Panasonic	Media Production	Media Lab	Video Team	
AV-002	Shure Wireless Microphone	Microphone	Shure	Event Coordination	Auditorium	Sound Engineer	
AV-003	Epson Projector	Projector	Epson	IT Support	Conference Hall	Presentation Team	
AV-004	Bose Portable PA System	Audio System	Bose	AV Services	Outdoor Events Area	AV Technician	
AV-005	Sony 75' LED Display	Display	Sony	Conference Room	Main Office	Meeting Coordinator	

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