

- The TLW request form can be found on the second worksheet (tabs at bottom of the screen) of this file.
- Please fill in all required fields as noted in **red**. Please fill in all other fields if applicable / possible. Instructions for each field will appear when you click on the field. The procedure field is an embedded MS Word object which will allow you to use formatting features not possible in Excel (i.e. paragraphs, bullets, numbering, etc).
- If possible, create your desired data table and/or graph formats in the additional worksheets of this file. This is preferred over extensive written procedures.
- If the request is for High Speed Video, specify any desired parameters (i.e. frame rate, resolution, etc.) in the "HSV Setup" tab. If not specified, the videographer will document the parameters that they chose to use.
- Once the form is completed, save this file on your personal computer using the following format:
TLW#### - Brief Description
Try to keep the description as concise as possible. Your name in the filename is no longer necessary.
- Email the file to Phillip Reesor (primary) and Mark Hammond (secondary). Phillip will return your email with the assigned number and the assignee