



Request Form

Ref: _____

Date of request: _____

A. Type of Service

Production

- Photography
- Video
- Translation
- Master of Ceremony

Setting & Design

- Sound System
- Computer Graphic
- Multimedia Application
- other _____

Websites

- Creating webpage
- Adding/ Modifying content
- Deleting webpage
- Writing a report for publication

A. Requested By

Name: _____ Position: _____

Telephone: _____ Email: _____

Unit/Fac./Dep.: _____

Approved by: _____ Signature: _____

Title (Manager/Director/Dean/V.P)

Date: _____ Place of Event: _____

Start (hr): _____ Finish (hr): _____

Purpose: _____

C. Approved By (For PMC Only)

This request is **approved/disapproved**.

1st Approval: _____ Title: _____ Signature: _____

Final Approval: _____ Title: _____ Signature: _____

D. Digital Camera: (For PMC Only)

- | | | |
|--|---|--|
| <input type="checkbox"/> Sony DCR-VX 2200 | <input type="checkbox"/> Sony HDR-FX7E | <input type="checkbox"/> Nikon D750 |
| __ Battery | __ Battery | __ Battery |
| __ Charger | __ Charger | __ Charger |
| __ Case | __ Case | __ Case |
| __ DV(s) | __ DV(s) | __ DV(s) |
| __ Cable(s) | __ Cable(s) | __ Cable(s) |
| __ Power Supply | __ Power Supply | __ Power Supply |
| __ Bag(s) | __ Bag(s) | __ Bag(s) |

Tripod:

- | | |
|-----------------------|----------------|
| __ Model Panasonic | Code VZ-CT55 |
| __ Model Make China | Code 090208 |
| __ Model Professional | Code FT-660A |
| __ Model Sony | Code VCT-670RM |
| __ Model Sony | Code EI-717 |
| __ Model manfrotto | Code 3063 |

Check Out by: _____ Date: _____ Time: _____

Check In by: _____ Date: _____ Time: _____

Note: The request shall be at least three days before the event is started.

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