

# REQUEST FORMAT

Brand Name: \_\_\_\_\_  
Creator Name: \_\_\_\_\_  
Room No / Room Letter: \_\_\_\_\_  
Date to be Aired: \_\_\_\_\_

## I. CAMERA REQUIREMENTS

SHOTS	CAMERA
<input type="checkbox"/> Wide	<input type="checkbox"/> Phone
<input type="checkbox"/> Close-up	<input type="checkbox"/> Mirrorless
<input type="checkbox"/> Top View	<input type="checkbox"/> OBSbot
<input type="checkbox"/> Medium Shot	<input type="checkbox"/> Webcam
	Notes (Indicate quantity): _____

## II. STAGE DESIGN

PHYSICAL SETUP	CHROMA KEY SETUP
<i>(Insert picture of actual backdrop / setup here)</i>	Livescene Background:  Created by: _____ Link: _____

## III. OTHER TECHNICAL REQUIREMENTS

AUDIO	VIDEO
<input type="checkbox"/> Wireless Microphone	<input type="checkbox"/> Desktop Monitor
<input type="checkbox"/> Desktop Microphone	<input type="checkbox"/> TV
<input type="checkbox"/> Speaker (Audio Monitor)	<input type="checkbox"/> Prompter

## IV. PLATFORM TO BE USED

- ☐ Single Platform
- ☐ Multistreaming Platform:
  - ☐ Facebook
  - ☐ Instagram
  - ☐ YouTube
  - ☐ Brand’ s Website

- ☐ Lazada
- ☐ Shopee
- ☐ TikTok
- ☐ Others (please specify): \_\_\_\_\_

V. SIGNATORIES & APPROVALS

Prepared By	Approved By
Name: _____	Name: _____
Signature: _____	Signature: _____
Date: _____	Date: _____