

# REQUEST FORMAT

Brand Name: \_\_\_\_\_

Creator Name: \_\_\_\_\_

Room No / Room Letter: \_\_\_\_\_

Date to be Aired: \_\_\_\_\_

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## 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
(Insert picture of actual backdrop / setup here)	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: _____