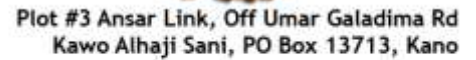


FOR OFFICE USE ONLY PLEASE LEAVE BLANK



☎ : 0806 595 9575, 0809 709 5590

Please read the accompanying Guidance Notes and complete the form in **CAPITAL LETTERS**.

	Favourite Novel		Favourite Actor/Actress
	Favourite Lecturer		Favourite Artist
	Favourite Course		Favourite Author

3.3 Extra Content *(optional)*

3.3.1 Institution

- ☐ Brief History (background details)
- ☐ Principal Administrators (VC, Registrar etc) :: (Photo, Name)
- ☐ Landmarks & Infrastructures (Library, Convocation Square etc) :: (Photo, Name)
- ☐ Geographical (Landscape) Map

3.3.2 Faculty/School

- ☐ Brief History (background details)
- ☐ Principal Administrators (Dean, Sub-Dean etc) :: (Photo, Name)
- ☐ Infrastructures (Laboratory, Lecture Theatre etc) :: (Photo, Name)
- ☐ Entire Academic Staff *(for Faculty/School Coverage only)* :: (Photo, Name, Dept, Email, Mobile)

3.3.3 Department

- ☐ Brief History (background details)
- ☐ Principal Administrators (HOD, etc) :: (Photo, Name)
- ☐ Infrastructure (Laboratory, Class Room etc) :: (Photo, Name)
- ☐ Entire Academic Staff :: (Photo, Name, Dept, Email, Mobile)

3.3.4 Miscellaneous

- ☐ Students Listing Index



4. EXTRA/MISCELLANEOUS INFORMATION

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.



Guidance notes on how to complete the content request form

1. Contact Information

As the title implies, this shall be the information of the contact person Hazeltek shall liaise with concerning all matters while the production project lasts. All parties involved with the project shall correspond with Hazeltek via this person as it shall be impractical for Hazeltek to reach out to everyone.

2. Institution Details

The name and address (and website url if available) of the Institution the graduating student belong. Hazeltek shall peruse the website (if any) for its data gathering activity.

2.1 Coverage

Is the production for the students of an entire Faculty/School or a single department? **Tick only one (1) box!**

Class Of: this is the graduating year as per the institution's calendar.

2.2 Faculty/School Details

Regardless of the coverage (2.1), the details herein are to be provided.

Departments: this is the number of departments in the Faculty/School.

Total # Students: this is the total number of students in the Faculty/School. Naturally this should be the sum of all students in each department under the Faculty/School.

2.3 Department Details

Skip this if coverage (2.1) is Faculty/School; you shall fill the departments

form instead. On the other hand for department coverage, provide the outlined details.

3. Photo Album Details

Herein you make selections to indicate the album general features and composition - what data are to be available.

Booklet Size: of the provided two (2) options choose one (1) only.

Photo Size: of the remaining two (2) unticked sizes choose one (1) or none. Each student shall provide photographs of the indicated sizes or just a passport if none is ticked alongside his/her details. **Note that the sizes specified herein are only approximates!**

Print Quality: this is a cost option. The **Normal** quality is adequate (and recommended) for such productions. For top-notch quality you can opt for **High** (digital separation) quality; this costs more however.

Print Colour: yet another cost option 4-Colour replicates graphics/pictures in their natural colours while with others the natural colours are either degraded or totally replaced.

3.1 Student/Staff Listing Data Presentation

Options herein determine how data listing characteristics for students and staff (if to be listed).

Name Display: indicate what name is to come first for listed persons; the surname or first name. Furthermore the listing

shall be sorted by the indicated field in ascending order.

Group By: of the provided three (3) options choose one (1) only. Listings can be grouped either by gender (all males are listed first then females), by department (all students sorted by the Name Display option - male and female mixed together - are listed per department also sorted in ascending order) or by the combinative option "Department, Gender" - students are listed by department and for each department they are further grouped by gender with the male students listed first, ordered in ascending order of the Name Display choice.

3.2 Student Content

Tick the fields which together shall make up each student's detail. Five (5) items have already been ticked.

Should it happen there are details which you would like to include that we have not listed, feel free to add to this list. At most a dozen more can be added.

Assume all fields occupy a single line on a page except the 'Parting Words' and 'Favourite Quote' fields which occupies 3-5 (lines). Furthermore assume a Jotter Size booklet has a Maximum of 35 lines; Magazine Size booklet has a Maximum of 50 lines. These line limits should be able to guide quite enough to select the number of fields that would comfortably fit into a booklet size of your choice!

Do take into consideration your chosen booklet size for it ultimately determines the number of fields that can be accommodated. IF THE FIELDS CHOSEN ARE BEYOND WHAT CAN BE ACCOMMODATED



WE SHALL REDUCE IT TO AN APPROPRIATE SIZE AND COMMUNICATE THIS TO YOU.

3.4:

This section is optional and can be skipped. The options herein only serve the purpose of enriching the album with several more details and pages (which translate to more cost) nothing more.

:: 3.3.4

Student Listing Index: this is an index of some sort which lists the names of all persons and objects that matter and the page on which they can be found.

4. Extra/Miscellaneous Information

Use this page to provide us with any information and/or suggestions whatsoever on things you feel we omitted, errors needing correction and ways by which we could improve the form and our services in general

