



Munsang College

民生書院

IT & Resources Committee

IR03

Office Use Only

Application for Requesting IT Services in School Hall

Section A - Information of Application

Name of Applicant (in English, BLOCK LETTERS)

L O H O I C H I N G

Name of Event

F.5 Career Day (JUPAS and overseas study)

Event Start from (dd/mm/yyyy, at hh:mm)

2 0 / 0 6 / 2 0 1 9 , at 1 5 : 3 0 A.M. ☐ P.M. ☒

To (dd/mm/yyyy, at hh:mm)

2 0 / 0 6 / 2 0 1 9 , at 1 7 : 1 5 A.M. ☐ P.M. ☒

Arrangement

Basic Arrangement

☒ 1 Computer (Stage)

☒ 1 Projector (Centre)

☒ 4 Wireless Handheld Microphones

☒ 1 Piano Microphone

☐

Special Arrangement

☒ (Please complete and specify your requests in Section B)

☐

Guest Speaker

Yes

☒

No

☐

Section B - Special Arrangement

Lighting

Stage

☐

House

☐

Number of Wireless Handheld Microphone (Max: 4)

Number of Wireless Headset Microphone (Max: 3)

Number of Wireless Lavalier Microphone (Max: 3)

Other Microphone / Microphone Accessories

Gooseneck Microphone

Microphone Stand

☐

Piano Microphone

☐

☐

Computer (Select 1 ONLY)

Stage

☐

Spectator Stand (w/o Audio Output)

Left

Centre

Right

☐

☐

☐

Projector

Centre

☐

Left and Right

☒

Source:

Computer (Stage)

Computer (Control Room)

Video Camera

☐

Source:

Computer (Stage)

Computer (Control Room)

Video Camera

☒

☐

☐

Others

Photograph Taking

☐

Video Recording

☐

From:

Left

☐

Centre

☐

Right

☐

Special Request

Section C - Rundown

Sequence

Description

Requirement

1

Screen shows the PowerPoint

Lower screen, off lights

Example

Example

Example

