

## Munsang College 民生書院

IT & Resources Committee



Office Use Only

Appli	cation for Reque	esting l	Γ Services in	School	Hall			
Section A - Information of Application	on.							
Name of Applicant (in English, BLO								
Name of Event								
Name of Event								
Event Start from (dd/mm/yyyy, at h	n:mm)							
	, at	:	A.N	۸.		P.M.		
To (dd/mm/yyyy, at hh:mm)						!		
	, at		A.N	1.		P.M.		
Arrangement Basic Arrangement  □ 1 Computer (Stage) □ 1 Projector (Centre) □ 4 Wireless Handheld Microphone □ 1 Piano Microphone	<del></del>		Special Arra  Ø (Please con requests	omplete	and spec	ify your		
Guest Speaker Yes			No					
Section B - Special Arrangement Lighting Stage			House					
Number of Wireless Handheld Microphone (Max: 4)	Number of W Microphone					f Wireless ne (Max: 3)	Lavaliere	<b>)</b>
Other Microphone / Microphone A Gooseneck Microphone Microphone Stand	ccessories		Piano Micro	phone				
Computer (Select 1 ONLY) Stage			Spectator S Left Centre Right	Stand (w/	'o Audio (	Output)		
Projector Centre Source: Computer (Stage) Computer (Control Room) Video Camera			Left and Ric Source: Compute Compute Video Ca	r (Stage) r (Contro				

Others Photograph Taking		Video Recording From: Left Centre Right	
Special Req	uest		
Section C - R Sequence	undown Description	Requirement	
1	Screen shows the PowerPoint	Lower screen, off lights	