Munsang College
民生書院
IT & Resources Committee

Application for Requesting IT Services in School Hall

Section A - Information of Application

Name of Applicant (in English, BLOCK LETTERs)

| W | o | n | g | | H | i | u | | T | u | n | g | | | | | | | | | | | | | | | |

Name of Event

Speech Day

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

| 1 | 5 | / | 0 | 7 | / | 2 | 0 | 2 | 0 | , at | 0 | 8 | : | 4 | 5 | **A.M.** | ☑ | **P.M.** | ☐ |

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

| 1 | 5 | / | 0 | 0 | / | 2 | 0 | 2 | 0 | , at | 1 | 3 | : | 0 | 0 | **A.M.** | ☐ | **P.M.** | ☑ |

Arrangement

Basic Arrangement ☐	Special Arrangement ☐
☒ 1 Computer (Stage)	☒ (Please complete and specify your
☒ 1 Projector (Centre)	requests in Section B)
☒ 4 Wireless Handheld Microphones	
☒ 1 Piano Microphone	

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 Lavaliere Microphone** (Max: 3)
4		

Other Microphone / Microphone Accessories

Gooseneck Microphone ☐   Piano Microphone ☑
Microphone Stand ☑

Computer (Select 1 ONLY)

Stage ☐	Spectator Stand (w/o Audio Output)
	Left ☑
	Centre ☑
	Right ☑

Projector

Centre	☐	Left and Right	☑
Source:		Source:	
Computer (Stage)	☐	Computer (Stage)	☐
Computer (Control Room)	☐	Computer (Control Room)	☐
Video Camera	☐	Video Camera	☐

Others

Photograph Taking	☑	Video Recording	☑
		From:	
		Left	☐
		Centre	☑
		Right	☐

Special Request

More information will be provided later

Section C - Rundown

Sequence	Description	Requirement
1	Screen shows the PowerPoint	Lower screen, off lights
Example	Example	Example