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 | | C | H | E | U | K | | H | A | N | G | | | | | | | | | | | | | |

Name of Event

Reflective Storytelling

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

| 2 | 4 | / | 0 | 6 | / | 2 | 0 | 1 | 9 | , at | 1 | 0 | : | 1 | 5 |

A.M. ☐   ☑ P.M.   ☐

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

| 2 | 4 | / | 4 | 5 | / | 2 | 0 | 1 | 9 | , at | 1 | 1 | : | 4 | 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 Lavaliere Microphone** (Max: 3)
4	0	0

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

Section C - Rundown

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