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)

| L | U | K | | K | A | I | | H | O | | | | | | | | | | | | | | | | | |

Name of Event

F.1 Bridging Programme

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

| 1 | 5 | / | 0 | 8 | / | 2 | 0 | 1 | 9 | , at | 0 | 8 | : | 0 | 0 | A.M. ☑   P.M. ☐

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

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

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

Would like to have an IT Technican stand-by at the School Hall

at around 8:00 a.m. on these two days.

Section C - Rundown

Sequence	Description	Requirement
1	Screen shows the PowerPoint	Lower screen, off lights
Example	Example	Example
1	Roll call taking and Checking of body temperature	Lower all screens, projector on
2	Opening Speech by the Principal	Lower all screens, projector on
3	AAC Talk	Lower all screens, projector on
4	DC Talk	Lower all screens, projector on
5	CCA Talk	Lower all screens, projector on
6	Reflective story telling	Lower all screens, projector on