

**AUDIO VISUAL SERVICES UNIT
TECHNICAL SET-UP SERVICE FORM
TEL: 3943 6059 FAX: 2603 5301**

FOR OFFICE USE ONLY

Job No: _____

Date : _____

Name of Applicant: _____
(In Block Letters)

Department: _____ Address: _____ Tel.: _____ Date: _____

1. Date and time of use

Date: _____ from _____ am/pm to _____ am/pm

2. Name of Event: _____

3. Venue: _____

4. Description of service required: _____

5. Equipment required:

Indicate the type(s) and no(s). of equipment required.

P. A. System		Portable Screen		<u>Others/Accessories</u>
Portable P. A.		Portable LCD Video Projector		
Microphone (Wire)		Conference Microphone		
Microphone (Wireless)		Video Conference Camera		
Mic Stand (Floor)		Wireless Presenter		
Mic Stand (Table)		CD/DVD/Blu-ray Player		
Audio Recording		Technician Stand-by <input type="checkbox"/> No / <input type="checkbox"/> Yes	Time: _____ to _____	

6. Account code for the related operation charge for this booking, if booking is accepted.

Company Code										
Cost Ctr/Project/ Business Area Code										
Account Code										

} Compulsory fields

- Remarks:
1. Hourly rate for technician's stand-by and support service charge is HK\$410/technician, including equipment set-up, testing, pre-function rehearsal and technician's stand-by and support.
 2. Off-hour service will be charged in accordance with the University established policy. Related details are to be finalized and submitted to the Finance Office on/before 15th day of the following month for processing overtime allowance.
 3. There is no guarantee that each off-hour request can be accommodated.
 4. Requests for such services should be made at least **SEVEN** working days in advance.

Applicant Signature

Endorsed By (Dept. Head)

Please send the completed form to:

**Audio Visual Services Unit
LG2/F, Lady Shaw Building**

July 2021

This form can be downloaded at www.avsu.cuhk.edu.hk