

**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											}	Compulsory fields
Cost Ctr/Project/ Business Area Code												
Account Code												

- Remarks:
1. Hourly rate for technician's stand-by and support service charge is HK\$420/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 charging scale as approved by the University.
  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 2023

*This form can be downloaded at [www.avsu.cuhk.edu.hk](http://www.avsu.cuhk.edu.hk)*