

**AUDIO VISUAL SERVICES UNIT  
RECORDING STUDIO (LSK 403)  
BOOKING FORM  
Tel: 3943 6065 Fax: 2603 5301**

**User's Guidelines:**

1. Booking of the studio can be made by completing the booking form and fax to Audio Visual Services Unit at least **THREE** working days in advance.
2. Booking of the studio is provided on a first-come-first-served basis during term periods.
3. Teachers can book the room for producing language teaching materials on their own free of charge.
4. Teachers can also book the room for recording in a group of up to 4 members with technical support by an AV technician at HK\$420/hour.
5. For security reason, the studio is only accessible within the first 15 minutes of the reserved time. Users who fail to show up at the specified time without prior notice will have the booking cancelled.

Name of Applicant: \_\_\_\_\_ Tel: \_\_\_\_\_  
(In Block Letters)

Department: \_\_\_\_\_ Room/ Building: \_\_\_\_\_

**Purpose:** \_\_\_\_\_

**Date and Time:** Opening hours: Monday – Friday 9:15 a.m. ~ 12:30 p.m.  
(Term periods) 14:30 p.m. ~ 16:30 p.m.

**Date:** \_\_\_\_\_ from \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

**Number of Users:** \_\_\_\_\_

**Technician required (\$410/Technician/Hour)**

**Equipment required**

<input type="checkbox"/>	Equipment:	Quantity:
<input type="checkbox"/>	AKG C4000B Microphone	( ) / 1
<input type="checkbox"/>	SHURE Microphone	( ) / 5
<input type="checkbox"/>	Mike Stand with Boom Arm	( ) / 6
<input type="checkbox"/>	Pop - filter	( ) / 2
<input type="checkbox"/>	Built-in Computer (Recording Room)	( ) / 1
<input type="checkbox"/>	Built-in Computer (Control Room)	( ) / 1
<input type="checkbox"/>	CD/Cassette Deck (Control Room)	( ) / 1

**Remark(s):** \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For office use only:**

Date & Time received:

Application: accepted /not accepted

Handled by: