AUDIO VISUAL SERVICES UNIT
TECHNICAL SET-UP SERVICE FORM

Tel: 3943 6059 Fax: 2603 5301
Email: avsusetup@cuhk.edu.hk

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		Others/Accessories
Portable P. A.		Portable LCD Video Projector		
Microphone (Wire)		Conference Speakerphones		
Microphone (Wireless)		HD Webcam with Tripod		
Mic Stand (Floor)		Wireless Presenter		
Mic Stand (Table)		CD/DVD/Blu-ray Player		

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$430/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 2026

This form can be download at http://www.avsu.cuhk.edu.hk