

## Request Equipment Checklist for MH Hall Facilities

To be completed by Chairman or Vice of Student Bodies

Name/Organization: \_\_\_\_\_

Contact No: \_\_\_\_\_

Campus Premises: \_\_\_\_\_

Date & Time (Rehearsal): \_\_\_\_\_

Date & Time: \_\_\_\_\_

### 1. AUDIO

 PA Wire Mic Wireless Mic

### 2. PRESENTATION

 Notebook / PC to Projector

### 3. MUSIC / VIDEO PLAY BACK

 DVD MP3/4 CD Karaoke

### 4. BROADCASTING

 Plasma Projector Lt02

### 5. VIDEO RECORDING

 DVD Mini DV

### 6. PHOTO SHOOTING

 Still Digital Camera

### 7. BANNER

 Graphic design & out put

### 8. STAGE LIGHTING

### 9. FOLLOW SPOT

### 10. SMOKE MACHINE

### 11. SPECIAL REQUEST

Item 3 to 11 require technical support, technician/student helper payroll are subject to charge to user/department

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

Support by Staff Advisor \_\_\_\_\_ Rank \_\_\_\_\_