



TV STUDIO REQUISITION FORM

Name of Event / Project: _____

Detail of Event /Project _____

Project Supervisor: _____

Date: _____ Time: from _____ to _____

Audio Visual Request

Person Responsible * Name : _____ Program: _____ Semester: _____

Registration number: _____ Cell phone number: _____

Name	Required	Provide	Received	Date & time
Projector				
Computer System				
Lights with stand				
Video Switcher				
Microphone				
Speaker				
Video camera /DSLR				

- Requisition form must be submitted at least two days before recording the program.
- Approval of concerned Program Manager is mandatory for any activity inside the studio.
- Food and drink items are not allowed inside the studio. Rs. 500/- per person shall be charged if found guilty
- Concerned persons must switch off lights, AC, Projector & Cameras before you leave the venue.
- In case of guest, approval of committee is mandatory. Concern person is responsible for entertaining guest.
- In case of any change in program schedule or cancellation, written e-mail to committee is compulsory.
- Abusive, vulgar and unethical language or activities in the Studio shall be brought in to the notice of Disciplinary and harassment committee of SZABIST.

I _____, student of _____, registration # _____

have read the above mentioned all the term and condition, and offer my compliance.

Requested by

Program Manager
(BBA/CS/SS/MS/MPM)

Head of Campus

TV Studio In-charge
(Naveed Ullah Hashmi)

Date: _____

Date: _____

Date: _____

Date: _____