



# 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

\_\_\_\_\_  
TV Studio In-charge  
(Naveed Ullah Hashmi)

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

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

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