



Radio/FM Requisition Form

NOTE: Requisition form must be submitted before three days of recording

Recording/ Editing	
Program	
Date	
Time	
Duration	
Reason	

I hereby confirm my availability in above mention time and responsible for provided equipment. Further I will reach in studio for recording before 15 minutes. Failing to reach in time, will result in cancellation and may be granted to another student.

Students Name & Class: _____

Student Signature: _____

Supervisor Comments: _____
Time Duration: _____
Supervisor Signature: _____

Approval Step 1:

Approval Step 2

Program Manager

Radio Producer