



TV STUDIO REQUISITION FORM

Name of Event / Project: _____

Detail of Event /Project _____

Project Supervisor: _____

Date: _____ Time: from _____ to _____

Audio Visual Request Person Responsible *

Name: _____ Registration No. _____

Program: _____ Semester: _____ Cell phone number: _____

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

- o Requisition form must be submitted at least 48 hours before recording the program.
- o Approval of concerned Program Manager is mandatory for any activity inside the studio.
- o Food and drink items are not allowed inside the studio. Rs. 500/- per person shall be charged if found guilty
- o Concerned persons must switch off lights, AC, Projector & Cameras before you leave the venue.
- o In case of guest, approval of committee is mandatory. Concern person is responsible for entertaining guest.
- o In case of any change in program schedule or cancellation, written e-mail to committee is compulsory.
- o 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.

Supervisor Comments: _____

Project Duration: _____

Supervisor Signature : _____

Requested by

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

Received by
(Signature With Name)

TV Studio In-charge
(Naveed Ullah Hashmi)

Date : _____

Date : _____

Date : _____

Date : _____