



**PAT & TSK USAGE FORM  
WEEKEND & HOLIDAY USAGE**

Venue : PAT  TSK  Date :  
 Purpose of Usage : Usage Date :  
 Person in Charge : Usage Time :

**Equipment & Properties Required**

AC	Yes	No
Control Room		
Backstage		

Lighting	Yes	No
PC Lighting		
Stage LED		
House Light		
Spotlight		

Audio	Yes	No	
Mixer & Amp			
Podium Mic			
Wireless Mic			Qty :
Condenser Mic			Qty :
Body Mic			Qty :

Multimedia	Yes	No
PC Multimedia		
Projector		

**Important notes :**

- All equipments and properties must be returned to the original place.
- Make sure all lights, audio system and equipments, PC and AC turned off before leaving the venue.
- This form must be approved 2x24 hours prior to usage of venue and submitted to the PAT/TSK operator.
- Teacher should accompany the students when they are in the PAT/TSK.

Requested by :

Approved by :

Teacher

VP / KS



**PAT & TSK USAGE FORM  
WEEKEND & HOLIDAY USAGE**

Venue : PAT  TSK  Date :  
 Purpose of Usage : Usage Date :  
 Person in Charge : Usage Time :

**Equipment & Properties Required**

AC	Yes	No
Control Room		
Backstage		

Lighting	Yes	No
PC Lighting		
Stage LED		
House Light		
Spotlight		

Audio	Yes	No	
Mixer & Amp			
Podium Mic			
Wireless Mic			Qty :
Condenser Mic			Qty :
Body Mic			Qty :

Multimedia	Yes	No
PC Multimedia		
Projector		

**Important notes :**

- All equipments and properties must be returned to the original place.
- Make sure all lights, audio system and equipments, PC and AC turned off before leaving the venue.
- This form must be approved 2x24 hours prior to usage of venue and submitted to the PAT/TSK operator.
- Teacher should accompany the students when they are in the PAT/TSK.

Requested by :

Approved by :

Teacher

VP / KS