

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

Venue : _____ Date : _____
 Use of Purpose : _____ Usage Date : _____
 Person in Charge : _____ Usage Time : _____

Equipments & Properties

AC	Yes	No
Control Room		
Backstage		

Lighting	Yes	No
PC Lighting		
Stage LED		
House Light		
Spotlight		

Audio	Yes	No	
Mixer			
Amplifiers			
Podium Mic			
Wireless Mic			Qty :
Condenser Mic			Qty :
Body Mic			Qty :

Multimedia	Yes	No
PC Multimedia		
Projector		

PROPRIETARY EQUIPMENTS

AVAILABLE EQUIPMENTS	PAT	TSK
Wireless Handheld Mic	7	7
Body Mic	10	5
Condensor / Wired Mic	7	8
Podium Mic	1	1
Mic Stand	4	7
Audio Equipments	√	√
Video Equipments	√	√
Light Equipments	√	√
Visualizer	√	√

**Equipments requested beyond the availability of each venue cannot be fulfilled*

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 hour prior to usage of venue.

Requested by :

Approved by :

Teacher

Dean / KS