

## REQUEST FOR THE USAGE OF THE ACS JAKARTA HALL

Name of Event :  
 Venue :  PAT  TSK  
 Date & Time Event :  
 Date & Time Rehearsal :

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Name of Person in Charge :  
 Email & Phone Number :

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### LIST OF REQUIRED

Audio Equipments  Wireless Handheld Mic \_\_\_\_\_ \*  
 Body Mic \_\_\_\_\_ \*  
 Condensor / Wired Mic \_\_\_\_\_ \*  
 Podium Mic \_\_\_\_\_ \*

*\* Please state the number of microphones required*

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Video Equipments  Video Recording  
 Camera Live Show

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Light Equipments  Stage Lights

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Additional Equipments  Visualizer  
 Other\* .....

\*) subject to availability

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### 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*

**Attention :**  
 - Please appropriate/put a number of a filename with the rundown number  
 - Save all files in ACSNAS Public PAT/TSK folder  
 - Submit your request to PAT/TSK Operator 3-5 working days before the usage of the hall

Requested by : Approved by :

Teacher

Dean / KS

Approval only needed for request after office hour (4.15 pm)