



Date Filed: _____

Requesting Person's Name: _____

Position and Department/Organization: _____

Requesting Person's Contact Number: _____

Details of the Request	
Title of the Activity: _____ Date/Time of the Activity: _____ Venue of the Activity: _____	
Type of Event	Activity Details
<input type="checkbox"/> Awarding Ceremony <input type="checkbox"/> General Assembly <input type="checkbox"/> Variety Show <input type="checkbox"/> Seminar/Conference/Symposium <input type="checkbox"/> Exhibit <input type="checkbox"/> Launch <input type="checkbox"/> Party/Institutional Celebration <input type="checkbox"/> Others: _____	<input type="checkbox"/> College Wide <input type="checkbox"/> University Wide <input type="checkbox"/> Organization Wide <input type="checkbox"/> Inter-School Activity <input type="checkbox"/> Company Sponsored <input type="checkbox"/> Others: _____
Production and Media Services	
Production Design	Creatives
<input type="checkbox"/> Set Designer <input type="checkbox"/> Set Executioner <input type="checkbox"/> Props Designer <input type="checkbox"/> Props Executioner <input type="checkbox"/> Make-up Conceptualization <input type="checkbox"/> Costume Designer <input type="checkbox"/> Image Styling	<input type="checkbox"/> Brochure Design <input type="checkbox"/> Calling Card Design <input type="checkbox"/> Poster Design <input type="checkbox"/> Streamer Design <input type="checkbox"/> Ticket Design <input type="checkbox"/> Web Design <input type="checkbox"/> Merchandising Materials Design <input type="checkbox"/> CD/DVD Cover Design <input type="checkbox"/> Powerpoint Presentation
Hosting	Scriptwriting
<input type="checkbox"/> Host <input type="checkbox"/> Moderator <input type="checkbox"/> Events Voice Over <input type="checkbox"/> Voice Over for AVP	<input type="checkbox"/> Scriptwriting for Events <input type="checkbox"/> AVPs Text <input type="checkbox"/> Script Editing <input type="checkbox"/> Press Release
Audio Visual Production	Coverage
<input type="checkbox"/> Motion Graphics <input type="checkbox"/> Video Conceptualization and Execution <input type="checkbox"/> Video Editing <input type="checkbox"/> DVD Authoring <input type="checkbox"/> Basic Sound Editing	<input type="checkbox"/> Photo Documentation <input type="checkbox"/> Photo Shoot for Publicity Purposes <input type="checkbox"/> Video Shoot for Publicity Purposes <input type="checkbox"/> Events Video Documentation (Basic) <input type="checkbox"/> Events Video Documentation (For Editing)
Stage Management	Technical Direction
<input type="checkbox"/> Stage Manager <input type="checkbox"/> Assistant Stage Manager <input type="checkbox"/> Production Assistant/s <input type="checkbox"/> Runner/s <input type="checkbox"/> Stage Ushers <input type="checkbox"/> Fly Operator/s	<input type="checkbox"/> Lights Operator <input type="checkbox"/> Assistant Lights Operator <input type="checkbox"/> Sounds Operator <input type="checkbox"/> Assistant Sounds Operator <input type="checkbox"/> Spinner <input type="checkbox"/> Spot Operator/s

