



## Extra Curricular Activity (ECA) Booking Form

**Instruction**

1. Please fill in the form and submit your request to Student Services Department two weeks prior to event.  
**ANY LATE REQUEST WILL NOT BE ENTERTAINED**
2. Atrium is RESTRICTED to Exhibition only. For event involving Audio-visual please use Driveway
3. The confirmation of venue booking by SSD is within 2-3 working after form is submitted
4. Other requirements beside venue: Please liaise with the FMA & ITS Departments respectively for arrangements.

Club / Society .....

Proposed Event .....

Date of Booking ..... Date of Event .....

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Requested Venue ..... Alternative Venue .....

Time From ..... To .....

Student Name ..... ID Number .....

Position Held ..... Handphone No .....

Email Address .....

**Facilities, Management & Administration Dept (FMA) (2<sup>nd</sup> floor)**

Equipment	Unit
Tables	
With skirting	
Chairs	
Display boards	

Others: \_\_\_\_\_

**Information Technology Services Dept (ITS) (3<sup>rd</sup> floor)**

Equipment	Unit
Microphone	
Mic Stand	
Portable PA System	
Speaker	

Equipment	Unit
Stage Lighting	
Concert PA system (only in Atrium)	
Spotlight	
Smoke Machine	

Others: \_\_\_\_\_

For Office Use Only

**STUDENT SERVICES**

**FMA**

**ITS**

Checked by

Checked by

Checked by

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Signature

Signature

Signature

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Date

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