



Office of Corporate Communication (OCCM), Level 2, Rectory Building, International Islamic University Malaysia,
Jalan Gombak, P.O Box 10, 50728 Kuala Lumpur
Tel: 603-6196 4157 Fax: 603 – 6196 4156 E-mail: corporatecomm@iium.edu.my

BOOKING OF AUDIO-VISUAL FACILITIES

APPLICANT'S DETAILS

NAME				STAFF NO / MATRIC NO	
CONTACT DETAILS	Mobile No.	Ext No.	Fax No.	K / C / D / MAHALLAH	

EVENT DETAILS

EVENT NAME		DATE OF PROGRAM	Start Date	End Date
ORGANIZER		TIME	Exact Start Time	Exact End Time
VENUE		NO. OF PARTICIPANTS		
NAME OF VIP (if any)				

FOR APPLICANT

APPROVAL

I hereby agree to accept responsibility and liability for any loss or damage to the University's properties and for any breach of IIUM'S Rules & Regulations.

.....
(Signature Person-in-charge)

Date : _____ Time : _____

I hereby **APPROVED / DISAPPROVE** this application.
(Please delete whichever is not applicable.)

.....
**DIRECTOR / HEAD OF DEPARTMENT /
ASSISTANT DIRECTOR**
(SIGNATURE & OFFICIAL STAMP)

Date : _____ Time : _____

TERMS & CONDITIONS:

- ✓ **Approval (Signature)** must be obtained from the **Kulliyah / Department / Centre / Mahallah** duly the submission of the form
- ✓ **Please Follow-Up** with OCCM (Ext. 4058) **One (1) day after** submitting the form.
- ✓ All applications for booking must be made **Five (5) Working Days** prior to the function date.
- ✓ **Late applications or applications without proper approval will not be entertained.**
(e.g. no signature and official stamp at the booking form)
- ✓ For **postponed programs** a new form must be submitted.

FOR OCCM OFFICE USE ONLY

ACCEPTED		INITIAL / STAMP
REJECTED	Last Minute / Venue Unavailable / AV Equipment Unavailable / Incomplete Form / Others:	DATE

LIST FOR AUDIO VISUAL EQUIPMENT

NO	ITEM	QUANTITY
1	Microphone Vocal (Wired)	
2	Microphone Instrument (Wired)	
3	Microphone Tie Clip (Wired)	NA
4	Condenser Microphone (Gooseneck)	
5	Microphone Cordless / Wireless (Handheld)	
6	Microphone Stand (Boom / Table)	
7	PA System (Existing In The Hall)	
8	PA System (50 – 100 Person / Pax) – JBL	
9	PA System (100 – 350 Person / Pax) – SVP / Yamaha / Ramsa	
10	PA System (400 – 650 Person / Pax) – Carwin Wega	
11	PA System (650 – 850 Person / Pax) – Powered Speaker	
12	PA System (850 – 1000 Person / Pax) – EAW	
13	CD Player	
14	DVD Player	
15	TV 25”	
16	LCD Projector (Existing in the Hall)	
17	Portable LCD Projector	NA
18	Screen (Existing in the Hall)	
19	Portable Screen	
20	Hailer	
21	Portable PA System – MIPRO	NA
22	Portable PA System – Technic	NA
23	Portable PA System – Chiayo	
24	Portable PA System – Emix	
25	Computer Audio Cable	
26	Plasma TV	
27	Video Coverage	
28	Others :	

(AUDIO VISUAL ONLY)

NO	VENUES	REMARKS	
1.	Cultural Centre (e.g. Main Hall, Banquet, Foyer, Pantry)	Must attach approved RSD's Booking Details Form	Students must attach program approval letter from the Respective Authority (K / C / D / STADD / MAHALLAH)
2.	Main Auditorium		
3.	Mini Auditorium		
4.	Experimental Hall		
5.	Outdoor Venue (e.g. Business Compound, Riverside and e.t.c.)		
6.	Mahallah		
7.	Senate Hall / Banquet Hall (Rectory)	Must attach approved Rector's Office Booking of Venue Form	
8.	Male / Female Sports Complex (Stadium)	Must get approval from Sports Development Centre	
9.	<ul style="list-style-type: none"> Outside IIUM (To be handled by the organizer) Outside IIUM (To be handled by OCC Technician based on certain program. e.g. at the Hotel) 		