



Office for Communication, Advocacy & Prmotion for Change(OCAP), Level 2, Rectory Building,
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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	
<p>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.</p> <p>..... (Signature Person-in-charge)</p> <p>Date : _____ Time : _____</p>			<p>I hereby APPROVED / DISAPPROVE this application. (Please delete whichever is not applicable.)</p> <p>..... DIRECTOR / HEAD OF DEPARMENT / ASSISTANT DIRECTOR (SIGNATURE & OFFICIAL STAMP)</p> <p>Date : _____ Time : _____</p>	

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) 		