



Office for Communication, Advocacy & Promotion for Change (OCAP), Level 2, Muhammad  
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## BOOKING OF AUDIO-VISUAL FACILITIES

APPLICANT'S DETAILS				
NAME				STAFF NO / MATRIC NO
CONTACT DETAILS	Email Address	Mobile No.	Ext No.	K / C / D / I / O MAHALLAH
EVENT DETAILS				
EVENT NAME				DATE
ORGANIZER				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 &amp; Regulations.</p> <p>..... (Signature Person-in-charge)</p> <p>Date : _____ Time : _____</p>			<p>I hereby <b>APPROVE / DISAPPROVE</b> this application. (Please delete whichever is not applicable.)</p> <p>..... <b>DIRECTOR / HEAD OF DEPARTMENT / ASSISTANT DIRECTOR</b> (SIGNATURE &amp; 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 OCAP (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)
- ✓ If the **program is postponed** a new **form must be submitted.**

FOR OCAP 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	Condenser Microphone (Gooseneck)	
4	Microphone Cordless / Wireless (Handheld)	
5	Microphone Stand (Boom / Table)	
6	PA System (Existing In The Hall)	
7	LCD Projector (Existing in the Hall)	
8	Screen (Existing in the Hall)	
9	Portable Screen	
10	Hailer	
11	Portable PA System	
12	Computer Audio Cable	
13	LED TV	
14	LED PANEL (Senate Hall)	
15	Video Coverage	
16	Others :	

**(AUDIO VISUAL ONLY)**

NO	VENUES	REMARKS	
1.	IIUM Cultural Centre (e.g. Main Hall, Banquet, Foyer, Pantry)	Must attach approved OCAP's Booking of Venue Form	<p align="center"><b>Students must attach program approval letter from the Respective Authority (K / C / D / I / O / M)</b></p>
2.	Main Auditorium	Must attach approved RSD's Booking Details Form	
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"> <li>• Outside IIUM (To be handled by the organizer)</li> <li>• Outside IIUM (To be handled by OCCM Technician based on certain program. e.g. at the Hotel)</li> </ul>		