

Staff/Student Name: _____ Staff/Student ID No: _____

User Card No: _____ Contact TEL: _____ Contact email: _____

Please choose from below:

Assignment: extra time for equipment/ room request **ONE** working day in advance
(for students presently taking CTV subjects)

attached with this form are my reasons in details and the completed online equipment/ studio booking request forms print-out for the Technical Office, CTV at ASH804.

Honours Project: extra time for equipment/ room request **TWO** working days in advance
(for students presently working on their CTV Honours Project)

attached with this form are my reasons in details, script outline, shooting script, shooting time-table, editing time-table and the completed online equipment / studio booking request forms print-out for the Technical Office, CTV at ASH804.

Long Holiday Practice/ Self Practice: request for equipment/ room request **THREE** working days in advance
(for students who have taken relevant CTV subjects)

I understand that by CTV Regulations, this project must be supervised by CTV Instructor(s) and his/hers endorsement is enclosed. Attached with this form are my plan & reasons in details, script outline, shooting script, shooting time-table, editing time-table and the completed online equipment / studio booking request forms print-out for the Technical Office, CTV at ASH804. A copy of the work produced from this practice will be given to the CTV Dept. in one month's time at the latest.

Units formed under CTV Department: request for equipment/ room request **TWO** working days in advance
(for units formed under CTV Department)

attached with this form are my plan & reasons in details, script outline, shooting script, shooting time-table, editing time-table and the completed online equipment / studio booking request forms print-out for the Technical Office, CTV at ASH804. A copy of the work produced will be given to the CTV Dept. in one month's time at the latest.

Photography related/ Printing: request for additional resources **ONE** working day in advance
attached with this form is my plan & reasons in details.

I agree to fulfill all the requirements listed above:

Name (in block letters)	Signature	Date

Your case will be discussed at 5pm today.

An official reply will be issued in 2 working days.