

Request Form for Service and Equipments (Assumption University)			
Fac./Dept./Club : _____ Activities : _____ Venue / Room : _____ Campus : ☐ Huamak Campus ☐ Suvarnabhumi Campus Coordinator : _____ Contact No. : _____ Preparation Date : _____ Time : _____ Date of Activities : _____ Time : _____		Signature _____ (_____) Chairperson / Advisor / CSLEL Advisor / Head Office	
Office of the Vice President for Administrative Affairs		Office of Information Technology Services	
1. Physical Plant Dept. (Ext. HM 3639 / SV 2615) 1.1 Tables ☐ Seminar desk (0.60 m. x 1.80 m.) _____ 1.2 Chairs ☐ VIP _____ ☐ Regular _____ ☐ Lecture _____ 1.3 Boards (1.00 m. x 2.00 m.) _____ 1.4 Tablecloth ☐ Plain _____ ☐ Frill _____ 1.5 Others (specify) _____ <i>(Please print the floor plan and submit with this form)</i>		5. Office of Information Technology Services (Ext. HM 3333 / SV 2833) 5.1 ☐ LCD Projector _____ 5.2 ☐ Notebook _____ 5.3 ☐ Computer _____ 5.4 ☐ Visualizer _____ 5.5 ☐ Screen _____ 5.6 Others (specify) _____	
2. Techniques Ext. HM 4444 / Operation & Maintenance Ext. SV 5555, 2203 2.1 ☐ Plug _____ ☐ Spot-light _____ 2.2 Microphone (For Outdoor) ☐ Desk - Microphone _____ ☐ Stand - Microphone _____ ☐ Wireless - Microphone _____ 2.3 Telephones ☐ Internal _____ ☐ External _____ 2.4 ☐ Open Air Conditioning Time _____ 2.5 ☐ Amplifier (For Outdoor) _____ 2.6 Others (specify) _____		6. Audio - Visual Dept., Studio Building, 4th Floor (Ext. SV 2884 - 5) 6.1 ☐ Stage / Podium Microphone (Classroom / Meeting Room) _____ 6.2 ☐ Wireless Microphone (Classroom / Meeting Room) _____ 6.3 ☐ VDO Time : _____ ☐ Recording Time : _____ ☐ Live Stream _____ Screen Time : _____ 6.4 Others (specify) _____ <i>*** Download Video Recording request forms at</i> <i>www.ca.au.edu/wp-content/uploads/2017/08/avrequest.pdf</i>	
3. Art Division (Ext. HM 1146 - 7) 3.1 ☐ Foam Cutting 3.2 ☐ Venue Signs <i>(Please print the message / wording and submit with this form before</i> <i>the activity is organized 5 business days)</i>		7. Public Relations Dept. (Ext. HM 1153 / SV 2524) 7.1 ☐ Reception 5.2 ☐ AU Information 7.3 ☐ Photo Taking Time _____	
4. Security Division (Ext. 1234 / SV 2888) 4.1 Parking ☐ Private Car _____ Vehicles ☐ Coach / Van _____ Vehicles 4.2 Security Guards _____ Persons		Central Library More Information _____ _____ _____ _____ _____ _____	
** For Officer / Staff Only ☐ Registrar Officer ☐ Academic Document and Exam. ☐ Staff - Faculty of _____ ☐ Physical Plant Department <i>* Please submit this form before the activity is organized 7 business days *</i> Mr. Jakkit Pantub (Head of Physical Plant Department) _____ / _____ / _____		☐ Approved ☐ Not Approved Remarks : _____ (Ms. Chongtip Nawikanjana) Vice President for Administrative Affairs _____ / _____ / _____	

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No. _____			
For Student / Lecturer / Dept. / Staff			
Fac. / Dept. : _____ Coordinator : _____ Contact No. : _____ Activities : _____ Preparation Date : _____ Time : _____ Date of Activities : _____ Time : _____ Venue / Room Huamak Campus ☐ Seminar ☐ Auditorium ☐ Salle D' Expo ☐ Hall of Fame ☐ Other Places _____ Suvarnabhumi Campus ☐ VMS _____ ☐ VME _____ ☐ VMC _____ ☐ SCIT _____ ☐ Front CL Bld.: Salathai / Dome 4 ☐ Other Places _____ Equipments 1.1 Tables ☐ Seminar desk (0.60 m. x 1.80 m.) _____ 1.2 Chairs ☐ VIP _____ ☐ Regular _____ ☐ Lecture _____ 1.3 Boards (1.00 m. x 2.00 m.) _____ 1.4 Tablecloth ☐ Plain _____ ☐ Frill _____ 1.5 Others _____ Signature _____ (_____) Physical Plant Department _____ / _____ / _____ <i>**Please present this form to the building security staff every time you enter the premises.</i>			