

**FACILITIES MANAGEMENT DEPARTMENT**

Event Management and Support Services – Function Check-List Form

1. Event name: \_\_\_\_\_
2. Date: \_\_\_\_\_ Time: \_\_\_\_\_
3. Venue: \_\_\_\_\_ Estimated no. of participants: \_\_\_\_\_
4. Nature of event: *(please ✓ where appropriate)*

<input type="checkbox"/> Workshop	<input type="checkbox"/> Seminar	<input type="checkbox"/> Conference	<input type="checkbox"/> Press Conference
<input type="checkbox"/> Short Course	<input type="checkbox"/> Symposium	<input type="checkbox"/> Exam	<input type="checkbox"/> Others _____
5. Details of contact person  
Name: \_\_\_\_\_ Extn.: \_\_\_\_\_ Mobile: \_\_\_\_\_
6. Equipment / Fittings / Furniture required

<input type="checkbox"/> LCD projector <input type="checkbox"/> Laptop (For Staff Only) <input type="checkbox"/> Microphone (Clip) _____ unit(s) <input type="checkbox"/> Microphone (Handheld) _____ unit(s) <input type="checkbox"/> Projector screen _____ unit(s) <input type="checkbox"/> Microphone (Stand) _____ unit(s) <input type="checkbox"/> PA system <input type="checkbox"/> TV <input type="checkbox"/> Laser pointer (For Staff Only) <input type="checkbox"/> Stand fan _____ unit(s) <input type="checkbox"/> Flipchart _____ unit(s) <i>*Paper not included</i> <input type="checkbox"/> Rostrum _____ unit(s) <input type="checkbox"/> Mobile board _____ unit(s) <input type="checkbox"/> Exhibition booth _____ unit(s) (1 board, 1 IBM and 2 chairs) <input type="checkbox"/> IBM table _____ unit(s) <input type="checkbox"/> Round table _____ unit(s) (10 seats) <input type="checkbox"/> Round table _____ unit(s) (8 seats)	<input type="checkbox"/> Stage _____ unit(s) <input type="checkbox"/> Tablecloth _____ piece(s) (For Staff Only) <i>*subject to cost for laundry</i> <input type="checkbox"/> Banquet chair _____ unit(s) (For VIP) <input type="checkbox"/> Plastic chair _____ unit(s) <input type="checkbox"/> Chair-cover _____ piece(s) (For VIP) <input type="checkbox"/> Q-rails _____ unit(s) <input type="checkbox"/> Signage-stand _____ unit(s) (Max 5 Only) <i>(Signage to be provided by organizer-A3 size. For all School events max.5 signage only or otherwise justification is required)</i> <input type="checkbox"/> Additional rooms required _____ room(s) <i>(subject to availability)</i> Layout plan inclusion <input type="checkbox"/> Yes <input type="checkbox"/> No <p><b>Important:</b> Organizer to provide layout plan <b>1 week</b> before the function &amp; to discuss the set up with FMD members. <b>We will proceed with the setup only with proof of your event being approved by Event Management.</b></p>
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7. It is the requestor's responsibility to verify the setup before the event. Last minutes (on the day of the function) amendment of set up will not be entertained.
8. Schools/Units/Clubs and Societies will be held responsible for the damaging and repairing cost of equipment and resources supply to function/event.

<p>Setup verification <i>(that venue is setup in accordance to the request and equipment/resources supply are in good working condition):</i></p> <p>Name: _____</p> <p>Signature: _____</p> <p>Date: _____</p>	<p>We/I hereby agreed and accepted the above terms and conditions and that all items requested will be handled with care.</p> <p>Name: _____</p> <p>Signature: _____</p> <p>Date: _____</p>
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