



Technical Support Unit (TSU) , Level 3 Human Sciences Building,
Kulliyah of Islamic Revealed Knowledge and Human Sciences (KIRKHS)
Jalan Gombak, P.O Box 10, 50728 Kuala Lumpur
Tel: 603-6421 3039 (Audio Visual) / 3106 & 3108 (Technical)

AUDIO VISUAL SERVICES APPLICATION FORM

PLEASE TICK : PHOTOGRAPHER VIDEOGRAPHER

PLEASE READ BEFORE SUBMIT THE FORM

1. All applications must be submitted to TSU at least 3 days before the actual event;
2. The application form must be approved by Dean/Deputy Dean/Director/Deputy Director/ Assistant Director;
3. Please attach the programme details i.e Programme Schedule(Compulsory).
4. Any incomplete application form will be returned to the applicant/organizer.
5. Any request for services from TSU made over the phone without the form will not be entertained.
6. The priority for photographer services is for VVIP & VIP.
7. Assignment scheduled based on first come first serve basis.

A. APPLICANT DETAILS

Title of Programme			
Date of Programme		To	
Time of Programme		To	
Venue			
Name of VVIP/VIP & Designation	1. 2. 3.		
Organizer			
Contact Person (Requestor)			
Staff No			
Email			
Office No./HP No.		Fax No.	
NOTE:	Please attach the Final Programme (Overall & Opening Ceremony)		

B. APPROVAL

(Dean/Deputy Director /Director/Deputy Director/Assistant Director of K/C/D/I/O)	I hereby approve the above request :	Official Stamp :
 Name : Date :	

C. OFFICE USE ONLY

Approval from Person in-charge	I approve /not approve this application :	
 Name : Date :	

Rejected		Last minute		Form not complete		Not Available
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