



Name _____ Phone No. _____

Email ID _____ (for notification)

Department _____

Event _____

Date _____ Start Time _____ End Time _____

Please briefly describe Project below:

Relevant Program Manager / HoD

Requested by Student / Faculty / Staff

Admin Dept. (Sign & Date)

IT Dept (Sign & Date)

Head of Department Media Sciences

Guidelines and Important Information:

- Please reserve the Studio 154 at least one week in advance.
- Media Sciences will provide studio space only with one microphone and sound system.
- For projector and other arrangements please contact Admin department.
- For PC and extra sound equipment please contact IT department.
- You are fully and strictly responsible for the condition of the studio and equipment allotted.
- Food and drinks are strictly prohibited in the Studio 154.