



# The Hong Kong University of Science and Technology

## Campus Management Office

### Request for Mobile Stage / Banner / Backdrop Erection

#### **Part I**

(To be completed by Applicant whose rank should be Band 5 or above or equivalent)

Name : \_\_\_\_\_ E-mail Address : \_\_\_\_\_ Dept. : \_\_\_\_\_

Post/Rank : \_\_\_\_\_ Tel : \_\_\_\_\_ Fax.: \_\_\_\_\_

Title of Function : \_\_\_\_\_ UGC Funded: Yes / No

Duration of Function (Time & Date) : From \_\_\_\_\_ to \_\_\_\_\_

Location of Function : \_\_\_\_\_ Venue approved for use : Yes / No  
(Please attach layout plan)

Erection Time & Date : \_\_\_\_\_ Dismantling Time & Date : \_\_\_\_\_

#### **Section A - Installation of Stage & Carpet**

Overall Size of the Platform : \_\_\_\_\_ m<sup>2</sup> Carpeting required : Yes / No

#### **Section B – Installation of Banner / Backdrop**

Material of Banner / Backdrop : \_\_\_\_\_

Size of Banner / Backdrop : \_\_\_\_\_

Fixing Substrates : Wall tile / Whiteboard / Ceiling / Others ( \_\_\_\_\_ )

Fixing Method : \_\_\_\_\_

\* Please deliver the stage / carpets / banner / backdrop to the location of erection prior to erection.

**Please return the completed form to CMO / Administration**

**(Fax : 2358 1450 Enquiry hotline : 2358 6500)**

**Note :** Request Form is required to be received by the **CMO at least 7 working days** in advance of the erection date. Otherwise, request may not be served.

#### **Part II**

#### **Action by CMO**

Venue approved/noted by CMO /Administration : \_\_\_\_\_ Date : \_\_\_\_\_

Message received by CMO / BM on : \_\_\_\_\_ Followed up by : \_\_\_\_\_

Remarks : \_\_\_\_\_

Distribution for action :  BM / Contractor  Others \_\_\_\_\_