



**LEADING THE WAY**  
KHALIFAH - AMANAH - IQRA' - RAHMATAN UL-ALAMIN  
**LEADING THE WORLD**



Version: 01  
Revision: 03  
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OCAP06

AN INTERNATIONAL AWARD-WINNING INSTITUTION FOR SUSTAINABILITY

OFFICE FOR COMMUNICATION, ADVOCACY AND PROMOTION(OCAP),  
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**BOOKING OF AUDIO-VISUAL FACILITIES**

APPLICANT'S DETAILS					
NAME				STAFF NO / MATRIC NO	
CONTACT DETAILS	Mobile No.	Ext No.	Fax No.	K / C / D / MAHALLAH	

**EVENT DETAILS**

EVENT NAME		DATE OF PROGRAM	Start Date	End Date
ORGANIZER		TIME	Exact Start Time	Exact End Time
VENUE		NO. OF PARTICIPANTS		
NAME OF VIP (if any)				

FOR APPLICANT	APPROVAL
<p>I hereby agree to accept responsibility and liability for any loss or damage to the University's properties and for any breach of IIUM'S Rules &amp; Regulations.</p> <p>..... (Signature Person-in-charge)</p> <p>Date : _____ Time : _____</p>	<p>I hereby <b>APPROVED / DISAPPROVE</b> this application. (Please delete whichever is not applicable.)</p> <p>..... <b>DIRECTOR / HEAD OF DEPARTMENT / ASSISTANT DIRECTOR</b> (SIGNATURE &amp; OFFICIAL STAMP)</p> <p>Date : _____ Time : _____</p>

**TERMS & CONDITIONS:**

- ✓ **Approval (Signature)** must be obtained from the **Kulliyah / Department / Centre / Mahallah** duly the submission of the form
- ✓ **Please Follow-Up** with OCCM (Ext. 4058) **One (1) day after** submitting the form.
- ✓ All applications for booking must be made **Five (5) Working Days** prior to the function date.
- ✓ **Late applications or applications without proper approval will not be entertained.**  
(e.g. no signature and official stamp at the booking form)
- ✓ For **postponed programs** a new **form must be submitted**

FOR OCCM OFFICE USE ONLY		
ACCEPTED		INITIAL / STAMP
REJECTED	Last Minute / Venue Unavailable / AV Equipment Unavailable / Incomplete Form / Others:	DATE

**LIST FOR AUDIO VISUAL EQUIPMENT**

NO	ITEM	QUANTITY
1	Microphone Vocal (Wired)	
2	Microphone Instrument (Wired)	
3	Condenser Microphone (Gooseneck)	
4	Microphone Cordless / Wireless (Handheld)	
5	Microphone Stand (Boom / Table)	
6	PA System (Existing In The Hall)	
7	LCD Projector (Existing in the Hall)	
8	Screen (Existing in the Hall)	
9	Portable Screen	
10	Hailer	
11	Portable PA System	
12	Computer Audio Cable	
13	LED TV	
14	LED PANEL (Senate Hall)	
15	Video Coverage	
16	Others :	

**(AUDIO VISUAL ONLY)**

NO	VENUES	REMARKS	
1.	Cultural Centre (e.g. Main Hall, Banquet, Foyer, Pantry)	Must attach approved OCAP's Booking Details Form	<b>Students must attach program approval letter from the Respective Authority (K / C / D / I / O / M)</b>
2.	Main Auditorium	Must attach approved RSD's Booking Details Form	
3.	Mini Auditorium		
4.	Experimental Hall		
5.	Outdoor Venue (e.g. Business Compound, Riverside and e.t.c.)		
6.	Mahallah	Must attach approved Rector's Office Booking of Venue Form	
7.	Senate Hall / Banquet Hall (Rectory)	Must get approval from Sports Development Centre	
8.	Male / Female Sports Complex (Stadium)		
9.	<ul style="list-style-type: none"> <li>● Outside IIUM (To be handled by the organizer)</li> <li>● Outside IIUM (To be handled by OCC Technician based on certain program. e.g. at the Hotel)</li> </ul>		