

Special Request for Additional Department Resources

Staff / Student Name: _____ Program of Applicant: _____

Staff / Student ID No: _____

Contact TEL: _____ Contact email: _____

Request Items: Equipment, Lab or Studio: _____

Your related experience in using the requested equipment/ studio mentioned above.

Please specify what relevant Academy of Film subject(s) you have taken:

Check-out: Date: _____ Time: _____ Return: Date: _____ Time: _____
_____ days in total

I will take full responsibility of all the items requested above. I agreed that any lost/ damages will be replaced/ repaired before return.
I have understood and agreed with all the regulations and procedure set by the Academy of Film.

Name of Applicant (in Block Letters) Signature of Applicant Date

I have been informed _____ about this request.
Name of Supervisor (in Block Letters) Signature of Supervisor

Your case will be discussed at 5pm today. An official reply will be issued in 2 working days.

Office Use Only

Signature of AF Technical Office and Stamp Date

Signature of AF Technical Committee and Stamp Date

Staff/Student Name: _____ Staff/Student ID No: _____

Contact TEL: _____ Contact email: _____

Please choose from below:

- Assignment:** extra time for equipment/ room request **ONE** working day in advance
 (for students presently taking AF subjects)
attached with this form are my reasons in details and the completed online equipment/ studio booking request forms print-out for the AF Technical Office at CVA618.

- Honours Project:** extra time for equipment/ room request **TWO** working days in advance
 (for students presently working on their Academy of Film Honours Project)
attached with this form are my reasons in details, script outline, shooting script, shooting time-table, editing time-table and the completed online equipment / studio booking request forms print-out for the AF Technical Office, at CVA618.

- Long Holiday Practice/ Self Practice:** request for equipment/ room request **THREE** working days in advance
 (for students who have taken relevant AF subjects)
I have understood that by AF Regulations, this project must be supervised by AF Instructor(s) and his/hers endorsement is enclosed. Attached with this form are my plan & reasons in details, script outline, shooting script, shooting time-table, editing time-table and the completed online equipment / studio booking request forms print-out for the AF Technical Office at CVA618. A copy of the work produced from this practice will be given to the Academy of Film. in one month's time at the latest.

- Units formed under Academy of Film:** request for equipment/ room request **TWO** working days in advance
 (for units formed under AF)
I have understood that by AF Regulations, this project must be supervised by AF Instructor(s) and his/hers endorsement is enclosed. Attached with this form are my plan & reasons in details, script outline, shooting script, shooting time-table, editing time-table and the completed online equipment / studio booking request forms print-out for the AF Technical Office at CVA618. A copy of the work produced will be given to the Academy of Film in one month's time at the latest.

- Photography related/ Printing:** request for additional resources **ONE** working day in advance
attached with this form is my plan & reasons in details.

I will take full responsibility of all the items requested above. I agreed that any lost/ damages will be replaced/ repaired before return. I have understood and agreed with all the regulations and procedure set by the Academy of Film.

Name (in block letters)	Signature	Date
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