



**Venue Booking Form for Student Projects
(For Reservation of Venues within SCM and the University)**

Please note the following before completing this form:

- (a) Students are required to submit their requests for reservation of venues for shooting, installation, or other production work **at least five working days** before the required date of use to the following parties:
 - Venue(s) within SCM teaching areas – Production Centre
 - Venue(s) within SCM non-teaching areas and those areas outside SCM but within the University – SCM General Office (Ms Peony Chan)

- (b) The reservation submission should include the following documents, as appropriate:
 - **A completed “Venue Booking Form for Student Projects”**, with the endorsement of the student’s supervising teaching staff member;
 - **A project proposal** with details regarding equipment to be used and shooting/installation arrangements in relation to the venue booking;
 - **A completed FMO form on “Application for Use of Common Areas on Campus”** (applicable to reservation of venues outside SCM but within the University only).

- (c) Students will be informed of the application result by email.

Name of Student: _____ (Person-in-charge)

Student Number: _____

Contact Phone Number: _____

Course Concerned (Course Code and Title):

Name of Production and Brief Description:

We are producing a video/film or an installation in connection with our course work at the School of Creative Media (SCM). In order to complete the course work, we would like to arrange for shooting at the campus location(s) listed below:

Location	Date	Time
1.		
2.		
3.		
4.		
5.		

