

Venue Booking Form
(To be filled by officer requesting for Venue booking)

1. Type of Activity Meeting Demo / Vendor Presentation Course

2. Dates & Timings Start Date _____ End Date _____
Session
10:00 – 11:30 11:30 – 1:00 2:00 – 3.30 3:30 – 5:00

3. Title of activity _____

4. Course Code _____ (If applicable)

5. No. of expected participants _____

6. Infrastructure requirement Nothing Standard (PC, MS Office Internet Connectivity) Additional

7. Details of Additional Infrastructure, if required so

8. Booking Type : Confirmed Tentative

To be confirmed by : _____

9. Activity Source : Training Division Other Division

10. Contact person / Coordinator details

Name : _____ Designation : _____
Division : _____ Email : _____
Phone No. : _____ Internal No. : _____
Signature : _____ Date : _____

Part B – (For internal use only)

Requires Additional Infrastructure ? Yes No

If yes, forwarded to Infrastructure In – charge for information and comments

SO(Trg) Convention Hall booking
PSA(MM) Lecture Halls Booking

Room No. _____ is allocated.

Note : Separate green sheet may be moved for other logistic arrangements.