JUBILEE CHRISTIAN ACADEMY JUBILEE CHRISTIAN ACADEMY PROPERTY REQUEST FORM PROPERTY REQUEST FORM (file in duplicate) (file in duplicate) REQUESTING PERSON: REQUESTING PERSON: DATE FILED: DATE FILED: **ACTIVITY: ACTIVITY:** PARTICIPANTS: PARTICIPANTS: CAMPUS / VENUE: CAMPUS / VENUE: DATE / TIME: DATE / TIME: ITEMS REQUESTED **SPECIFICATIONS** ITEMS REQUESTED SPECIFICATIONS 1. Chair (e.g., Bleacher, monobloc, student chair) 1. Chair (e.g., Bleacher, monobloc, student chair) 2. Microphone 2. Microphone 3. Microphone stand 3. Microphone stand 4. Podium with JCA logo 4. Podium with JCA logo 5. Sound system 5. Sound system 6. Table (e.g., monobloc, square, rectangular) 6. Table (e.g., monobloc, square, rectangular) 7. White Board & markers / eraser 7. White Board & markers / eraser 8. Maintenance Staff / Janitor 8. Maintenance Staff / Janitor 9. Other items (e.g., LCD, projector) 9. Other items (e.g., LCD, projector) APPROVED BY / DATE: APPROVED BY / DATE: Department Head Department Head RECEIVED BY / DATE: RECEIVED BY / DATE: Property Manager Property Manager * Please attach layout of arrangements * Please attach layout of arrangements * Please submit copy to the Property Office one week * Please submit copy to the Property Office one week before activity date at the latest. before activity date at the latest. ELY/ndl/2012 ELY/ndl/2012

JUBILEE CHRISTIAN ACADEMY PROPERTY REQUEST FORM		JUBILEE CHRISTIAN ACADEMY	
PROPERTY REQUEST FORM (file in duplicate)		PROPERTY REQUEST FORM (file in duplicate)	
REQUESTING PERSON:		REQUESTING PERSON:	
DATE FILED:		DATE FILED:	
ACTIVITY:		ACTIVITY:	
PARTICIPANTS:		PARTICIPANTS:	
CAMPUS / VENUE:		CAMPUS / VENUE:	
DATE / TIME:		DATE / TIME:	
ITEMS REQUESTED	SPECIFICATIONS	ITEMS REQUESTED	SPECIFICATIONS
1. Chair (e.g., Bleacher, monobloc, student chair)	ST ECH TETTTOTAS	1. Chair (e.g., Bleacher, monobloc, student chair)	BI LEN TEITHOUGH
2. Microphone		2. Microphone	
3. Microphone stand		3. Microphone stand	
4. Podium with JCA logo		4. Podium with JCA logo	
5. Sound system		5. Sound system	
6. Table (e.g., monobloc, square, rectangular)		6. Table (e.g., monobloc, square, rectangular)	
7. White Board & markers / eraser		7. White Board & markers / eraser	
8. Maintenance Staff / Janitor		8. Maintenance Staff / Janitor	
9. Other items (e.g., LCD, projector)		9. Other items (e.g., LCD, projector)	
APPROVED BY / DATE:		APPROVED BY / DATE:	
Department Head		Department Head	
RECEIVED BY / DATE:		RECEIVED BY / DATE:	
Property Manager		Property Manager	
* Please attach layout of arrangements		* Please attach layout of arrangements	
* Please submit copy to the Property Office one week		* Please submit copy to the Property Office one week	
before activity date at the latest.		before activity date at the latest.	
ELV/ndl/2012		ELV/ndl/2012	