

ARELLANO LAW FOUNDATION
AUDIO VISUAL DEPARTMENT

AUDIO VISUAL EQUIPMENT AND SERVICES REQUEST PROCEDURES

I. Introduction

To address the high demand for equipment, AV Department will be implementing a requisition form to maximize and allocate resources efficiently. This process will be beneficial in managing advance requests, and scheduling daily equipment usage. The goal is to streamline processes, proactively setup equipment, and ensure the appropriate allocation of resources. Additionally, this will improve the process of notifying the borrower on the availability of the equipment.

II. Borrower Categories

- Faculty and Administrative Officers
- Students
- Others (AUSL Student and A. Mabini Campus Events)

III. Borrowing Procedures

A. Faculty and Administrative Officers

1. No Form Required: Faculty/Admin Officers do not need to fill out a form. They simply need to contact the Dean's Office or Office of the Assistant Dean to request equipment and schedule.
2. Request Processing: Dean's Office or Office of the Assistant Dean relays the equipment request and schedule details to the AV Department via call, email, or chat message.
3. AV Confirmation: AV Department acknowledges the request, schedules it, and marks it on the schedule board.
4. Equipment Setup: AV sets up the requested equipment 30 minutes before the class/event schedule.
5. Signature Confirmation: Upon setup, AV requests the faculty/admin officer's signature on the AV Equipment Logbook as confirmation.
6. Equipment Return: AV collects the borrowed equipment after the class/event concludes.

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B. Students

1. Request Form: Students secure, fill out, and submit request form from the AV Office two (2) days prior to preferred date of use.
2. Request Approval and Confirmation: AV Department Supervisor approves the request form, allocates equipment and manpower, schedules it, and marks it on the schedule board.
3. Equipment Setup and Return: AV sets up the equipment before the scheduled class and collects it afterward.

C. Others (AUSL Student and A. Mabini Campus Events)

1. Request Initiation: Deans' Offices redirect borrowers with a letter request to the AV Office. ***(Event Requests Should be submitted at least one week or seven (7) days prior to the preferred date of the event.)***
2. Equipment Discussion and Request Form:
 - a. Borrowers discuss and coordinate equipment specifications, and requirements for the upcoming event.
 - b. AV confirms availability and request schedule conflicts.
 - c. Borrowers fill out a request form provided by the AV Office.
3. Request Approval: AV Department approves the request form, allocates equipment and manpower, and returns the form to the borrower.
4. Approval Process: Borrowers submit the letter request together with the AV request form to the Dean's Office for Executive Director's approval.
5. Approval Notification: The Dean's Office notifies the AV Department of approved and disapproved letter requests.
6. AV Confirmation, Equipment Setup, and Return: AV Department confirms the approved request, schedules it, and marks it on the schedule board. AV sets up the requested equipment 1-2 hours before the event schedule or earlier depending on the scope of the event. AV collects the borrowed equipment after the event concludes.

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