

BOOKING OF WHITE ROOM - HANDOVER CHECKLIST

Date of Handover : _____

Title of Event : _____

Booking Timing : _____
(e.g. from 9am to 12 noon)

Name of Customer's Company : _____

Name of Contact Person : _____ (Contact No: _____)

Items	Handover from URA to Customer – before event (<input checked="" type="checkbox"/>)	Handover from Customer to URA – after event (<input checked="" type="checkbox"/>)
a) Lectern with microphone (1 no)		
b) Backroom AV projection system		
c) 2 Handheld Microphones		
d) Laptop connection available at Lectern (VGA/HDMI)		
e) 3 sets of projectors (all 3 must be used at once);		
f) 4 workstations (users datasets have to uploaded to all 4);		
g) 20 pairs of goggles (for 3D stereo briefing)		
h) 70 chairs		

☒ URA to indicate and customer to acknowledge item handed over and in working condition.

Handover before event:

Name & Signature of URA's
Representative
(Date):

Name, NRIC No. & Signature of
Customer's Representative
(Date):

Handover after event:

Name & Signature of URA's
Representative
(Date):

Name, NRIC No. & Signature of
Customer's Representative
(Date):

Remarks

If you require further assistance, please contact Ms Thiruselve @ Hp: 9678-2791
Or Mr Wong Twee Tang @ Hp: 9678-2792.