



ATENEO DE MANILA UNIVERSITY

Central Facilities Management Office

CFMO FACILITIES / EQUIPMENT RESERVATIONS SUBMISSION FORM (AGS)

NOTE: Please fill out the form and attach all necessary documents. **INCOMPLETE FORM/S WILL NOT BE ACCEPTED.** Indicate **N/A** if not applicable. For activities with multiple venues, please indicate the specific location of equipment requested. Thank you.

A. REQUESTING PERSON / GROUP PARTICULARS	
1. Sponsoring Group (Grade Level / Office / Department / Organization)	
2. Point Person	
3. ID Number	
4. Local no. / Contact no.	

CFMO Remark/s

B. ACTIVITY / EVENT PARTICULARS	
1. Title of Event	
2. Nature of Event (<i>Please check</i>):	
☐ Class	☐ Talk / Symposium ☐ Rehearsals
☐ Film Viewing	☐ Seminar / Workshop ☐ Play Production / Concert / Musical Performance
☐ Meeting / Gen. Assembly	☐ Exhibits ☐ Others (<i>pls. specify</i>): _____
☐ Reception	
3. Date	
4. Main Venue	
5. Breakout Rooms (<i>if applicable</i>)	
6. Reception Venue (<i>if applicable</i>)	
7. Holding Room (<i>VIPs, if applicable</i>)	
8. Time: -Set-up	
-Program Proper (<i>start-end</i>)	
-Removal/Clean-up	
9. Number of Participants	
10. Program Flow (<i>to be attached –pls. include time and location</i>)	
11. Layout (<i>to be attached</i>)	
12. Outsiders [<i>Participants including VIPs, Non-Participants, Suppliers, Contractors, Merchandisers</i>] and <i>vehicle model and plate numbers</i> - list to be attached	
Pls. coordinate w/ CSMO (csmo@ateneo.edu)	

CFMO Remark/s

C. LOGISTICAL NEEDS	Quantity / Venue	For J.O. to CFMO
1. Tables (<i>pls. specify if big or small</i>)		
2. Monobloc Chair		
3. Section stands (<i>pls. specify if big or small</i>)		
4. Podium/Lectern		
5. Iwata Air Cooler		
6. Industrial Fan		
7. Flags (<i>Ateneo / Philippines</i>)		
8. Queue Poles/Stanchions		
9. Photo Wall (<i>Back Drop w/ Ateneo Seal</i>)		
10. Stage (<i>indicate dimension</i>)		
11. Others		

CFMO Remark/s

D. EQUIPMENT/ELECTRICAL NEEDS	Quantity / Venue	For J.O. to CFMO
1. LCD Projector (<i>for Singson Hall use only</i>)		
2. Sound System		
3. Microphone (<i>pls. specify if wired, wireless or condenser</i>)		
4. Microphone Stand		
5. Additional Electrical Equipment / Appliances that will be brought in (<i>i.e. mobile sound system, theatrical lights, personal karaoke, etc.</i>) <u>Please attach complete equipment and wattage list</u>		
6. Others		

CFMO Remark/s

E. PERSONNEL NEEDS	Required Number	Setup	Dedicated	Overtime
1. Maintenance personnel / custodian				
2. AV Technician				
3. Electrician				
4. Others				

CFMO Remark/s

F. SECURITY / PARKING NEEDS	Required Number	Pls. coordinate with CSMO
1. Security Guard		Pls. coordinate with CSMO
2. Reserved Parking Slots (<i>indicate location/s</i>)		Pls. coordinate with CSMO

CFMO Remark/s

G. FOOD / RECEPTION PARTICULARS	
1. Name of Food Supplier	
2. Approval of FSQA (<i>pls. attach the approved slip from OFSQA</i>)	Please coordinate with OFSQA (fsqa@ateneo.edu)
3. Outside Visitors / Catering Crews and Vehicle Model and Plate Numbers (<i>pls. attach the list</i>)	Please coordinate with CSMO (csmo@ateneo.edu)
4. Additional Electrical Supply (<i>pls. attach the complete equipment & wattage list</i>)	
5. For all Entrepreneurial Activities <u>to attach in a table form</u> (a) Booth number/assignment based on layout given, (b) Booth name , (c) Type of merchandise / products (<i>i.e. Food or Non-Food</i>), (d) List of equipment to be used and their wattages, (e) List of names of outsiders (if applicable), (f) List of vehicle plate numbers (if applicable)	
6. Others	

REMINDERS:

*Requesting Group shall prepare Job Order to Central Facilities Management Office for hauling and returning and/or installation of equipment, furniture or fixtures.

*CFMO will provide the amenities and the requesting group will be charged accordingly after the event.

*Requesting Group shall prepare Job Order to Central Facilities Management Office for additional electrical supply.

*Requesting Group to coordinate with Campus Safety and Mobility Office for the security personnel & campus access request.

*Requesting Group shall prepare Job Order to Central Facilities Management Office for the parking stands.

Job Order Request link: <http://go.ateneo.edu/CFMO-JO>

Submitted by:	<i>Point Person</i>	I have read and understood the guidelines and will comply as required. Conforme: _____
Name:		
Signature:		
Date:		

Activity Approved / Endorsed by:	<i>Administrator / Director / Coordinator / Faculty / OSA / Organizer</i>	Remarks:
Name:		
Signature:		
Date:		

To Filled up by CFMO					
Approved by:			w/ OT Charge		w/ Utilities Charge
	Central Facilities Management Office		Accredited Org/OSA		Janitor
Signature:			Department/Unit		AV Tech.
Date:			Unaccredited Organization (for Billing)		Security
			Outsiders/Affiliates (UBAO)		Requestor
					JO