

Requisition Form for Hiring/Booking “Chaitanya” Studio

- [1] Name of Institution
- [2] Type of Institute Government / Grant-In-Aid / Private / Other
- [3] Programme/Event Video Lecture /Talk / Penal Discussion/
- [4] Brief Details of Programme
- [5] Schedule Date Time
- [6] Number of Expert(s)/Student(s)
- [7] Facilities Required (Please tick)
- Video Recording
 - Editing
 - Graphics Design
 - Audio Recording / Voice Over
 - Live Telecast
 - Live Phone-In
- [8] Output Format Required MP4 / MOV / MKV /
- [9] Output Media Required DVD / Hard Drive / Email
- [10] Deposit Amount Details
- Bank Name:
- Reference / DD No:
- Date:
- Amount:
- [11] Any other facility required

Date:

Place:

Signature with Stamp