



**A teneo de Zamboanga University**  
The Jesuit University in Western Mindanao

## CHECKLIST FOR USE OF VENUE

Physical Plant Office | Tel Nos 991 0871 to 76 local 1021

*This checklist is intended as guide in reserving venue for events. All reservations shall be made 3 days prior to event.*

### Office of the VP for Admin

- Venue reserved online  
(Conflict of schedule to be arranged by requestor)
- LED Wall
- Noise Control
- With Caterer (Remind use of PET bottles)

### University Security Office

- Parking Requests  
Type of vehicles:\_\_\_\_\_
- Security Guards  
No. of Security Guards:\_\_\_
- Provide List of External Visitors with Plate No. of Vehicles

### Health and Safety

- Health officer  
No. required:\_\_\_\_\_
- Safety officer  
No. required:\_\_\_\_\_

### Center of Information & Technology Services

- WiFi
- Computer Unit  
No. Required:\_\_\_\_\_

**Layout** (Please provide a sketch of the venue set up below or attach to Event Reservation.)

### University Communications Office

#### Collaterals

- With Approved Design and Texts
- Approved Size  
No. required:\_\_\_\_\_
- Location  
#1\_\_\_\_\_ #2\_\_\_\_\_ #3\_\_\_\_\_

### Physical Plant Office

#### Physical Set-up

- Chairs Monoblock Others  
No. Required:\_\_\_\_\_
- Tables
- Riser
- Podium
- Backdrop
- Banner  
Phil Flag Adzu Banner Other:\_\_\_
- Plants
- Seal Adzu Other:\_\_\_\_\_
- Cloth  
white #\_\_\_\_\_ black #\_\_\_\_\_ blue #\_\_\_\_\_

#### Collaterals at the Venue

- Tarpaulin  
No. of pieces:\_\_\_ Size:\_\_\_\_\_
- Location:\_\_\_\_\_

#### Technical

- Sound System
- Microphone  
No. required:\_\_\_\_\_
- Lights
- Standby Generator Set

#### Auxillary Services

- Transportation Requests  
No. of vehicles needed:\_\_\_\_\_
- Standby Driver No. required:\_\_\_\_\_

#### Additional Manpower

- Janitor No. Required:\_\_\_\_\_
- Technician No. Required:\_\_\_\_\_