



OB VAN REQUEST FORM

(Vehicle Info: Fiat Ducato – Registration No. 128LVJ)

Today's Date	
Group	
Date Required	
Collect Time	
Return Time	
Driver	
Site Contact	
Location and details: <i>please give a brief description of the Outside Broadcast (OB) event.</i>	
Merchandise/display/Give away: <i>please identify what items you wish to take with you to the OB. For example: memberships, program guides, banners, etc.</i>	
Equipment: <i>please list any non-standard items required (e.g. generator etc)</i>	
Standard equipment: <i>2 x CD, 1 x MD, 2 x microphone, 5 x mic leads, 1 x mic stand, 2 x speakers, 2 x speaker stands.</i>	
Live Broadcasting Info: Is the event to be broadcast live? Do you need a technician? <u>Note:</u> The group will be charged for the technician fees. Type of OB link: PSTN or Wireless Broadband? <i>(PSTN uses standard phone line for low quality 'voice only' OB's ISDN uses broadcast quality digital link (requires technical support from 4EB))</i>	
Notes: <ul style="list-style-type: none">- A \$200 refundable deposit is charged to the group's account for the booking.- It is compulsory for groups to promote the use of the OB van at least once a week, on-air, for FOUR weeks prior to the OB event. Hence, OB requests must be made at least 4 weeks prior to the event date.- Any damages exceeding the excess must be paid by the group using the van.	
Requesting Group's Convenor Signature:	