

Logistics Support Request Form

Request Form No - LSR- .

Event Name		Details of Logistics Support (Please Elaborate)
Event Day/Date		
Event Time		
Name of Staff-In-Charge and HP number		
Venue(s)		
Deadline		
Date		
Note: 1. Request Form to be submitted 5/15 working days in advance for events organized within/outside office hours respectively. 2. Logistics request that requires funding must first be cleared with the school's approving authority. 3. Please provide the layout for tables and chairs (if setup is required). Discussion with OM is necessary.		

Link: O:\Admin & Operation Matters\Operations\Logistics Support Request
Updates on 18th June 2026