



Marketing Department

TENANT REQUEST FORM

Date : /
 Tenant : /
 Representative : /
 Activity : (Name, Designation, Contact Information)
 : _____ Pictorial _____ Video Shoot _____ Store Event
 : _____ Others (please specify)
 /

Important Details

Date of Activity : /
 Time (Duration) : /
 Purpose : /
 Supplier / Contractor : /

Please make sure the following documents are attached:

_____ Manpower list _____ Equipment list _____ Layout / Storyboard

For pictorials and videos:

List of areas (interior & exterior). Show location in Mall Layout.

/

Special Note:

- Pictorials and video shooting of common areas are for approval of the GM & EVP. Storyboard and other details may be required for this request.
- Store events that will extend to the common areas would need the submission of the event layout with electrical requirements.
- Please make sure that all needed information / details are attached before submitting this request form. Incomplete information will not be processed.
- Please submit 2 weeks before requested date of activity.

For SLPC Use Only

Requested by:	Noted by:	Approved by:
Marketing	ANF	JRP
TMD	Reviewed by:	
	AMT	