Guidelines for Applying the Audiovisual Services Group

※Audiovisual Services Group Introduction

The Audiovisual Services Group, established in 1988, is a student-run service club. The Audiovisual Services Group's primary responsibility is to assist university administrative units, academic departments, and student clubs with events by operating audiovisual equipment, such as sound and lighting systems, in Si-Wei Hall and Yun-Xiu Hall.

Each semester, the Audiovisual Services Group recruits new members and trains them. Only those who complete the training and pass the evaluation are eligible to take on duty assignments. Students interested in gaining practical experience with sound and lighting equipment are welcome to join the Audiovisual Services Group.

※Service Description

1. The Audiovisual Services Group assists with operating audiovisual equipment in Si-Wei Hall and Yun-Xiu Hall. To use the venue's audiovisual equipment microphones, sound systems, projection screens, stage curtains, and stage lighting in Si-Wei Hall). An application must apply for the Audiovisual Services Group at least **14 days before the event.** Without prior application, the listed equipment cannot be used.
2. The Audiovisual Services Group will try their best to arrange shifts; however, the event organizers must bear the risk of no available staff.

Service Hours

1. **Mandatory Service Hours:** According to the academic calendar announced each year, mandatory service hours are from 18:00 to 22:00 on weekdays (Monday to Friday). This does not include temporary requests, which are subject to the "NCCU Student Activities Section Audiovisual Services Group Temporary Request Hourly Rate Table" for service fee payments. Only meals must be provided to the on-duty staff during mandatory service hours.
2. **Non-Mandatory Service Hours:** A fee of at least NT$196 per hour per on-duty personnel must be paid. If an administrative unit needs to apply for an Audiovisual Services Group, it must first enroll temporary part-time student workers in the labor insurance system to facilitate subsequent preparation.

Notes

1. **Application Guidelines:** Before applying, please read the Audiovisual Services Group's application guidelines thoroughly.
2. **Application Deadline:** Applications must finish applying 14 days before the event to allow sufficient time for duty assignments. The system will automatically lock late applications; please contact the Student Activities Section's staff to apply.
3. **Number of Staff:** Duty staff are fully trained members. Based on the complexity and manpower requirements of the event, 1-4 staff members will be assigned. For specific staffing needs, please message the Audiovisual Services Group's Facebook page (https://www.facebook.com/nccumixer/) or contact the Student Activities Section after applying. Staff schedules may be adjusted as needed.
4. **Shift Inquiry:** 24 hours after applying, you can visit the "Service Schedule."

5. **Equipment Requirements:** After staff are assigned, a list of available equipment will be sent to the applicant's email 10 days before the event. Applicants must reply with event details and equipment requirements 7 days before the event to ensure Audiovisual Services Group's proper preparation.
6. **Audio Control Room:** The operation of equipment and mixing desk is the responsibility of the Audiovisual Services Group's staff. Event organizers are not al
7. **Equipment Usage:** After the event, the organizing group must cooperate with the staff to restore the original condition. If there are any damages caused by improper use, the organizer must repair or compensate it.
8. **Modification of Application Time:** Please email (mixer@nccu.edu.tw) or message our official Facebook page at least 14 days before the event to request changes. The Audiovisual Services Group will try our best to arrange shifts; however, the event organizers must bear the risk of no available staff.
9. **Temporary Request:** All temporary requests are considered non-mandatory service periods, and the requesting party must pay the service fee for on-duty personnel as per regulations. The Audiovisual Service Group will try to arrange shifts; however, the event organizers must bear the risk of unavailable staff. Please complete the Temporary Duty Application Form and refer to the Temporary Request Hourly Rate Calculation Table. Submit the completed form to the staff at the Student Activities Section (Ext. 62237). Requests submitted within five days before the event will not be accepted.

Applicants must thoroughly read the Audiovisua
Failure to do so and not seeking clarification in advance—whether by consulting on-duty members or messaging the official page—may lead to issues that cannot be resolved during the event. In such cases, the organizing group needs to take the responsi
https://sites.google.com/view/nccu-mixer/

Relevant Links

1. Audiovisual Services Group's Website: https -mixer/
2. Audiovisual Services Group's Facebook Page: https://www.facebook.com/nccumixer
3. Audiovisual Services Group's Email: mixer@nccu.edu.tw
4. Application Guidelines, Rules, FAQs, and Service Schedules: Please refer to the relevant sections on the Audiovisual Services Group's websit e.