CABS Equipment Version 1.0 - updated 12/2018

1. Equipment list:
	1. computer
	2. projector
	3. Karaoke/outside music player
	4. microphone
	5. CABS banner
	6. CABS 易拉宝
	7. CABS table thrower (2)
	8. CABS card board (for podium)
	9. easels
	10. ANYTHING TO ADD?
2. Equipments location: Hanhai, storage room, at the corner of the second floor - the same side as the conference room. No key is needed for entrance. Please keep the door closed.
3. The following is applicable to all borrowing or returning for events that are **outside** of Hanqi.
4. How to borrow - please note Kate and Yan (email or WeChat) about the following.
	1. the list of items will be borrowed
	2. the event name, date/time and location
	3. the specific person’s name who will take the equipments out from Hanqi
	4. the name of the co-chair for the committee hosting this event (if different from c.)
	5. when this will be returned to Hanqi.
5. How to return - please note Kate and Yan (email or WeChat) about the following.
	1. who returned the item
	2. when it was returned
	3. please take a picture after the return
	4. if the item is damaged or missing, please note to Kate and Yan, and follow up with them if any replacement needs to be made.
	5. If more time will be needed for returning (as compared to the expected returning date), please let Kate and Yan know as soon as possible, and before the expected returning date.