

# THE REQUEST FORM

When the email recipient clicks on a unique link, they will be taken to the introduction page. The responses they give will be stored in the database at the location specified by that link.

## INTRODUCTION PAGE

This page shows the specific location for which requirements are to be entered and the main contact name for the company/individual. Details for a different contact, specific to this location, can be entered if desired.

Ticking *Power Sockets*, *Internet and Communications*, *Furniture*, *Monitors/Live Feeds/Uplink* or *Other* will allow requirements for these to be entered on the following pages. Pages will be hidden for anything that is not ticked.

The screenshot shows the 'Technical Request Form' interface. On the left is the 'BRIT AWARDS 2026' logo. The form contains the following fields and options:

- Main Contact:** Giuseppe De Cristofano
- Location:** Approvals Room
- Status:** Awaiting approval
- Contact details for this location (if different from main contact):**
  - Name:** Alan Brindley
  - Email:** support@artcliff.net
  - Mobile:** +44 7881 955900
- What would you like to request for Approvals Room?**
  - Power Sockets
  - Furniture
  - Other
  - Internet and Communications
  - Monitors/Live Feeds/Uplink
- Next** button

## POWER REQUIREMENTS PAGE

This page allows power requirements to be described, including the number of 13A and 63A sockets needed, as well as a general description of any other power requirements.

The screenshot shows the 'Power Requirements' page. It features the 'BRIT AWARDS 2026' logo and the following fields:

- Number of standard 13A power sockets required:** 4
- Number of 63A power sockets required:** (empty field)
- Other power requirements:** (text area)
- Navigation:** Back and Next buttons

## INTERNET AND COMMUNICATIONS REQUIREMENTS PAGE

This page allows Internet connectivity requirements to be described. Ticking *Wired Internet connections required* and/or *Walkie Talkies required* opens additional fields to detail these requirements.

The first screenshot shows the initial options for the 'Internet and Communications Requirements' page:

- WiFi Internet connections required
- Wired Internet connections required
- Walkie Talkies required
- Navigation:** Back and Next buttons

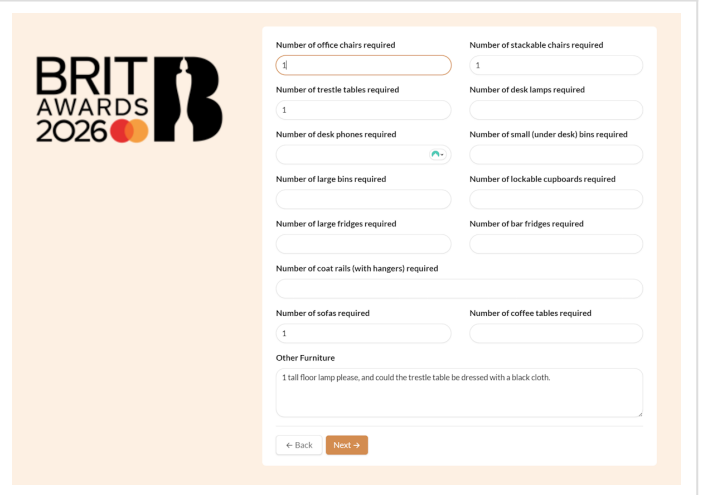
The second screenshot shows the page after 'Wired Internet connections required' and 'Walkie Talkies required' are selected:

- WiFi Internet connections required
- Wired Internet connections required
- Number of standard (wired) Internet connections required:** 1
- Dedicated bandwidth Internet connections required:** (text area)
- Walkie Talkies required
- Number of Walkie Talkies required:** (text area)
- Navigation:** Back and Next buttons

## FURNITURE REQUIREMENTS PAGE

This page allows the most common types of furniture requirements to be requested.

Other furniture requirements can be detailed in the final field on the page.



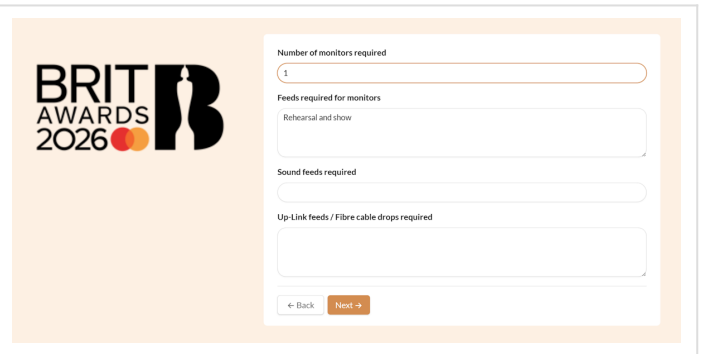
The screenshot shows a form titled "BRIT AWARDS 2026" with a large stylized 'B' logo. The form contains several input fields for furniture requirements:

- Number of office chairs required: 0
- Number of stackable chairs required: 1
- Number of trestle tables required: 1
- Number of desk lamps required: [empty]
- Number of desk phones required: [empty]
- Number of small (under desk) bins required: [empty]
- Number of large bins required: [empty]
- Number of lockable cupboards required: [empty]
- Number of large fridges required: [empty]
- Number of bar fridges required: [empty]
- Number of coat rails (with hangers) required: [empty]
- Number of sofas required: 1
- Number of coffee tables required: [empty]

There is an "Other Furniture" section with a text area containing: "1 tall floor lamp please, and could the trestle table be dressed with a black cloth." At the bottom are "Back" and "Next" buttons.

## FEED REQUIREMENTS PAGE

This page allows monitor and audio/video feed requirements to be described. It also allows up-link feeds and fibre cable drops to be requested.



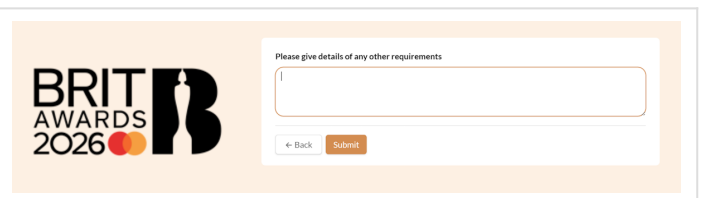
The screenshot shows a form titled "BRIT AWARDS 2026" with a large stylized 'B' logo. The form contains several input fields for feed requirements:

- Number of monitors required: 1
- Feeds required for monitors: [empty]
- Rehearsal and show: [empty]
- Sound feeds required: [empty]
- Up-Link feeds / Fibre cable drops required: [empty]

At the bottom are "Back" and "Next" buttons.

## OTHER REQUIREMENTS PAGE

This page allows a general description of any other requirements.



The screenshot shows a form titled "BRIT AWARDS 2026" with a large stylized 'B' logo. The form contains a single large text area for "Please give details of any other requirements". At the bottom are "Back" and "Submit" buttons.

Revision #4

Created 2026-01-04 17:59:46 UTC by Alan Brindley

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