

**Event Management Form**

**(Student Affairs Department – Air University)**

***PLEASE NOTE:*** *In order to allow for optimal planning of your event as well as any necessary reviews it is suggested that this form be completed no less* ***than two weeks (10-12 days)*** *prior to your event. Completion of this application does not constitute/guarantee approval of your event. This application is used to gather information regarding your event to help the University determine if your event meets the academic mission of the AU and can be held on campus. You will then be notified by the Student Affairs Department that your event has been approved and you are clear to finalize the scheduling process.* ***(Please keep in mind that all activities should be consistent with Air University policies)***

**Event Details**

***Society:  Department:***

***Event Name/ Objective of the Activity:***

***Past Achievement:*** *(If any)*

***Event Type:  On Campus  off Campus***

* Conference/Seminar Cultural Event  Sports/Competitions  Religious Activity  Educational Competition  Debating Competition Other*

***Participants:***

*No. of Students: \_\_\_\_\_\_\_\_\_\_\_\_ No. of FMs: \_\_\_\_\_\_\_\_\_\_\_\_ Total #of Participants: \_\_\_\_\_\_\_\_\_\_\_*

*Chief Guest Name/Designation/Organization:* ***(Please attach the profile/ other details of the Chief Guest/Speaker)***

***Venue: Date: Time: From hrs To hrs***

* *LTC Hall  BBA Auditorium  Lawn (Specify)  Classroom/Lab (Specify):*

**Funds Required** *(Quotations/Price List/Details to be attached)*

***Estimated Cost :­­­­­­­­­­­­­­­­­­­­­­­­­­­( Rs)***

***Students Contribution (if any): (Rs****) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****University Contribution :( Rs)***

***Advance Required:***

***Total Cost:***

***(Off Campus Competitions funds ratio stands as follows: Participants (Students) 40% / AU 60%. Exceptions to this policy may only be obtained from Dir Students Affairs) In case of additional funds required for Farewell/Welcome Parties kindly take prior consent from the Accounts/Finance Department***

**Transportation** (If required) 

***To ensure availability of vehicle please collect/complete & attach the Transport Requisition Slip available at the MTO Office.(Bus capacity 63seats – Coaster capacity 29 seats)***

***Destination:*** *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

***Departure: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Hrs Arrival: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Hrs***

**Event Coordinator**

***Student Name: Cell#: Deptt/Society:***

***Student Name: Cell#: Deptt/Society:***

(*Make sure that you have consulted the university to determine if the date is available and is an appropriate time for hosting this type of event)*

***FM Incharge Details:***

***Name: Cell#: Deptt/Society:***

***Signature: Date:***

*(FM Incharge should be part of the planning process for any event hosted by your Society/Department.)*

**Reviewed & Approved**

**Patron In Chief: Ext :( )**

**Signature (Date):**

**Dean/HOD: Ext :( )**

**Signature (Date):**

**Additional Resources Required**

***Admin Support:***

* *Refreshment  Tables& chairs  Janitorial services*

*Others:*

***IT Technical Help:***

* *Computers  Standby Power  Multiple Extension Board*

*Others:*

***Souvenir: Yes  No Quantity:***

**Checklist for holding an event**

**Indoor Events:**

* *Sequence of activities with timeline*
* *Breakdown of Expenditure*
* *Guest speaker profile along with arrival confirmation*
* *Guests List*
* *Transportation Requisition Slip (if required)*

**Outdoor Events:**

* *Invitation letter from the Organization*
* *Visit Confirmation letter from the institute/organization being visited*
* *Signed list of participants*
* *Undertaking signed by the parents*
* *Breakdown of expenditure*
* *Transportation Details/Expense (if required)*

**Instructions/ Code of Conduct during the Course OF EVENT:**

* *Timings must be strictly observed.*
* *Quranic verses & translation should be as per the occasion*
* *All Students should be properly dressed.*
* *Outsiders are* ***Not allowed*** *unless permission obtained prior the event*
* *Details of guests including names, CNIC must be provided.*
* *All Members of the Organizing Committee are responsible to ensure the discipline/conduct of the students through CRs and society/organizing team members.*
* *All the banners/ posters should be removed immediately after the Event.*
* *Accounts/ Bills must be processed/ Cleared within three days after the activity by the student I/C and FM I/C.*
* *Once the event has been approved FM I/C needs to send out an email of invitation to all.*
* *FM Incharge is responsible to submit report after the event to the Student affairs Department*

**For Office use Only:**

***Received by:***

***Date & Time:***

***Reason for Declination /Refusal:***