



STUDENT CLUB EVENT PROPOSAL FORM

1. Club's Name : _____

2. Club's Representative and title : _____

ID Number : _____ Signature : _____

Mobile Number : _____

3. Type of event: Choose ONE from the below list

- | | | |
|---|---|---|
| <input type="checkbox"/> Lecture | <input type="checkbox"/> Trip | <input type="checkbox"/> Exhibition |
| <input type="checkbox"/> Poetry reading | <input type="checkbox"/> Workshop | <input type="checkbox"/> Fundraising |
| <input type="checkbox"/> Awareness Campaign | <input type="checkbox"/> Promotional campaign | <input type="checkbox"/> Reception |
| <input type="checkbox"/> Artistic performance | <input type="checkbox"/> Conference | <input type="checkbox"/> Other (specify : _____) |

4. Name of the Event: _____

5. Date of event: _____ Time: _____ Duration: _____

6. Requested Location: _____

7. Purpose of the event: Briefly describe the major goal or aim of the event:

List in details (if possible) the schedule of the event in sequence:

1. _____
2. _____
3. _____

If the activity involves public speakers, please indicate their names and the subject of their speech. Please attach a brief resume of the speaker to this application.

8. Indicate the estimated required budget for this event :

(Submit a detailed estimated budget by filling the details of the requested budget below)

Estimated cost in Qatari Riyals :

9. Needs:

- Logistic Needs:

Reserving place (room) of the event Organizing place of event

Providing the following :

(Tables :quantity _____ , chairs :quantity _____, stands :quantity_____, table covers : quantity _____)

Providing buffet for _____ persons (buffets can be offered for events that are not less than 3 hours)

Others: _____

- Technical Needs:

Microphones Speakers Projector Screen

Others: _____



- Media Needs:

- Posters Broadcast Email SMS
- Media Coverage : please choose (Radio – TV – Press – Social Networks)

10. Please indicate estimated number of attendees: _____.

11. Please indicate if the audience is:
- QU Students only
 - Students from various institutions
 - Open Admission to the community

12. Admission is: Open By ticket @ QR _____

I hereby as advisor of this club, approve the suggested event:

Name of Advisor: _____

Contact number of advisor: _____

Comments and feedback of the advisor regarding the above event:

Signature of Advisor: _____

FOR OFFICE USE ONLY:

The event is: Approved Rejected Needs changes

Reason of rejection: _____

Required changes: _____

Activities Department contact is: _____

Contact number: _____