

Event Proposal

For

Event's name

Date(dd-mm-yyyy)

by

Club Name

Name OC

Acknowledge by

Club advisor/President

1.0 Introduction of the Event

(Describe the event)

2.0 Objectives and Mission

3.0 Event details

Date:

Venue:

Scale of Activity: **Number of participants** *(minimum 30)*

Do you require to open a Booth: Yes/No

If yes, please fill in the details below:

Booth Venue :

Date/Time:

4.0 Flow of conducting the event

This section is basically base on the event, which includes:
registration period, rules and regulations awards (if any).

For instance, a sport competition – then rules and regulations can be as this section and the awards can be put in the other section.

5.0 Proposed Budget (example)

Income	RM
1. ABCD Company Sponsor	1000
2. Registration Fee	500
Total	1500
Expenses	
1. Venue	500
2. Banner	50
3. Souvenir	150
4. Certificates	50
5. Refreshments	500
6. Decoration	300
7. PA-System	200
8. Transportation (Curtin Shuttle Bus)	150*
Total	1900
Net Deficit	400

*Transportation by using Curtin Shuttle Bus will be deducted directly from the Club's subsidy fund. However, this particular has to be mentioned in the proposal as well, if you're using Curtin Shuttle Bus services.

Remarks:

Kindly **lists down the specific item** of expenses that you require the student council to subsidy in a paragraph.

6.0 Event Committee's List

Contact Details:

Name	Position	Contact Number	E- mail
AAA	OC	012-1231233	Gudd_24@hotmail.com

7.0 Attachment

- Any form of promotional media of the club's event must include the **OFFICIAL** student council logo (request it from Student Council), or else it will be taken down at once.
- The maximum duration for any booth opening is two weeks time.
- If bus/block booking is required, please fill in the form at Student Council office and hand in together with this proposal as an attachment.
- If any equipment borrowing wish to be done also can get the equipment borrowing form from Student Council room.
- Pop-up notice on campus computers can be done in two weeks time.
- Event posters are required to be verified by student council before paste it on notice board.
- Take note that the promotional banners and/or posters for any club's event **shall be removed after the event ended.**
- If any outsider is invited to the event, then please do prepare a list of their name and IC no as a reference for the security purpose.
- If any certificate needs to be signed by Student Council President, please attach together with the receipt(s) after the event.
- Student Council reserves all rights.

****An SMS is required to be sent to the respective activity sub-council one day before the event for notification purpose.**

****This document has to be sent to respective Activity sub-council in **two weeks time before the event in Hard Copy, or else it will be rejected.** The respective council member reserves all rights.**

**The event proposal format is strictly adhered. Any proposal that does not follow the format will not be entertain. However, extra information is encouraged to add in.
