

Event Proposal Form

(General club/society)

1. Event Information:

1.1 Event Title: _____

1.2 Event Description:

To Be Filled Officially

Status: _____

Date: _____

1.3 Event Schedule

Timings: _____

Venue: _____ Date: _____

Notes (For Official Use Only)

**Recommended
SRO
Quality Enhancement Cell**

**Recommended
Deputy Director
Quality Enhancement Cell**

**Approval
Nasir Mahmood
Pro-Rector (Academics)**

2. Registration Process

- 2.1. This event is a part of registered Club/Society Yes No
- 2.2. Name of Club/Society _____

3. Personal Information

- | |
|-----------------------|
| 1. Full Name: |
| 2. Department: |
| 3. Registration No: |
| 4. Semester: |
| 5. Contact No: |
| 6. Email Id: |
| 7. Permanent Address: |

Applicant Signature

3.4 Budget Description

***Attach extra sheet if necessary**

Particulars	Cost

3.5 Estimated Event Budget

In words	In Digits Rs: _____
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3.6. Event Type

- Education Entertainment funfair Concert
- Sports Training/Workshop Seminars Exhibition
- Others _____

4. Recommendation

4.1 Patron's Recommendations

I _____ of _____ will follow all the rules & regulations and will be responsible for the event.

4.2 Patron's Recommendation /Notes:

Signature

Patron of Club / Society

5. Sponsorship

If you have any sponsor who is willing to sponsor your event then detail the following:

Sponsors Name	1 2 3
Sponsors Address	1 2 3
Sponsors Contact No	1 2 3
What sort of benefits They are giving to University	
Other Details(must be Relevant to sponsors)	

5.1 Sponsor Requirements

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5.2 Sponsors Payment

Kindly put detail that how will you pay the sponsors payment to the university.

6. Outsiders Information

6.1 Outsiders are allowed to attend the event

Yes No

6.2 Is outsiders participants is performing in the event

Yes No

7. Ticket

If you are charging ticket, then detail the following:

Price of Ticket: _____

Quantity of Ticket: _____

Price of ticket (Outsiders): _____

Detail how funds will be collected

8. Stalls

If you are arranging stalls in the event, then kindly detail the following.

Dimension	Type	Price	Quantity	Place

Declaration

I declare that I am solely responsible for event. I will follow all the rules and regulations set forward by SRO and will be responsible for arranging this event in University.

Signature

Kindly attach the following documents allowing with EP form:

- (i) Facilities Requirement form.

