

Activity/Event

Proposal Form

Clubs & Societies

Event Name	
Society Name	

Objectives of the Activity:

Detail for the Activity:

Date	Timings	Venue

Official Use Only

Forward to Accounts

Date:

Status:

Remarks:

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Recommended by
In-Charge
Clubs & Societies

Approval
Ammara Awais
Director Student Affairs

Activity/Event Type:

- Education
- Entertainment
- Sports
- Seminars
- Training/Workshop
- Exhibition
- Islamic

Patron's Suggestion

- Patron Name
- Department

I will follow all the rules & regulations and will be responsible for the activity.

- Suggestion if Necessary

Patron Signature

➤ **Facilities Required For The Activity/Event**

- Transportation Time & Persons
- IT Facilities
- Refreshment
- Miscellaneous
- Administrative Facilities

Detail:

Sponsorship Detail

➤ Write the details of the sponsors.

Sponsor/Company Name	
Contact Detail of the sponsoring organization	
Address of the sponsoring organization	
Benefits given to University	

Sponsor Requirements	Payment Mode

Stalls Detail

Venue	
Price	
Stall Type	
Duration	
Quantity	

- I declare that I am only responsible for the event & I will follow all the rules and regulations set by Office of Student Affairs. I will be responsible for arranging this event in University.

Signature