

CLUBS & SOCIETIES EVENT PROPOSAL FORM 2009/10

Name of the Club/Society: _____

Important

1. Proposal of events with the use of the Great Hall, amphitheatre, fountain plaza or other areas within the university that involves at least 100 students/outside must be submitted one month before the event.
2. For other events, the proposals must be submitted **10 working days** before the event.
3. Incomplete proposals will be automatically rejected.
4. Late submissions will be automatically rejected.
5. An actual Surplus & Deficit account and event report duly signed by the President, Treasurer & Advisor(s) together with receipts and evidence of revenue obtained to be submitted to SA within seven (7) days after the event completed.

General Information on Proposed Event

Name of Event / Activity: _____

Date: From _____ to _____ Month: _____ Year: _____ Time: From _____ to _____.

Venue of Event:

- Great Hall
- Amphitheatre Theatre (Please attach a layout of your Event)
- Fountain Plaza (Please attach a layout of your Event)
- SA Building (Specify the place : _____)
- Central Teaching Building (Room No. : _____)
- Sports Complex: (SC Management Approval needed)
 - Multi purpose Field Futsal Court Swimming Pool Basketball
 - Dual Court Court No:
 - Multi Purpose Court Court No:
 - Multi Purpose Room Table No:
 - Squash Court Court No:
 - Tennis Court No:

Other (Specify): _____

Approved / Recommended by: _____

Note : Reservation of Sports Complex venue booking is ONLY confirmed upon submission of copy of the SA Proposal Form, Sports Club Participant Code of Conduct Agreement and Organizing Committee List to Sports Complex Management.

Sports Complex Management

Name:

Ref No:

Details of Organising Committee Chairperson

Name: _____

OWA Email (User ID only): _____ Contact: _____

Signature: _____

Proposal approved by (President / Vice President of the CS)

Name: _____

OWA Email (User ID only): _____ Contact: _____

Signature: _____

Details of Event

Please give a detailed description about the below mentioned details. *Note: Any use of the Sports Complex must be first discussed and approved by the Sports Complex Management BEFORE submission of this form to the SA.*

- Primary & Secondary (if any) idea of the event and targeted participants

- Details of Food & Beverages Requirements (with supplier details like brochures/leaflets)

- Private Resource from External Suppliers (with supplier details like brochures/leaflets)

For Availability of the following SA Assets, please refer to the SA Booking System which can be found via the SA Website at sa.nottingham.edu.my

Item Name	Quantity	Returning Date
AV System (1)		
Portable Mini AV System (1)		
Mobile Projector Screen (1)		
Mobile Projector with Audio System (2)		
Permanent Projector Screen @ Entrance to SA Building (2)		
Micro Phones (2)		
Disco Lights (2)		
Dual Boards – Notice Boards (4)		
Mini White Boards (1)		
Sign Boards Stands (6)		
Banquet Q Stands (8)		
Banquet Velvet Ropes (6)		
Megaphone (2)		
Extension Cords (3)		

Requirements of IT Equipments (Student)

For additional IT equipment from Information Services, please download this form from the SA Website under Forms and Minutes or retrieve it from the U drive at U:\All Users\Student Association\ General, fill it up and attach it to this form.

Submission of Disclaimer form is dependent on the level of risk associated with event in addition to the provided Risk Assessment Form.

(Sample disclaimer forms can be found on the SA Website under Forms and Minutes)

Confirmation of Borrowing/Returning in good condition of SA equipment

	Borrowed on	Returned on		Checked by
Date:			Name:	
Time:			Post:	
Name:			Signature:	
Post:				
Student ID:				
Signature:				

Is there a need for a **subsidy** by the SA? If so, please state the exact amount you wish to seek from the SA budget and fully **justify** the reasons for which you may require funding:

Checked & Approved by SA Treasurer

.....
SA Treasurer

.....
Date

RISK ASSESSMENT FORM

**Note: Organising Chairperson of the Event is also responsible for the carrying out the risk assessment and filling of this form.*

Club / Society:	Organising Chairperson:
Event:	UNMC ID:
Date / Time:	Signature:

Hazards	What could go wrong?	Who is likely to be injured from these hazards?	Existing Precautions and/or steps taken to reduce the possibility of someone being injured?	Additional Remarks

Copy page and continue if necessary

Approved by:

Azlan Aliuddin
Head of Security

Application for Advertising on the SA Website

Please fill out the following in order to have this Event advertised on the SA Website.

Club/Society	
Name of Event	
Date	
Start Time	
End Time	
Location	
Is this event open to all students?	Yes / No Please delete as appropriate
Links to External Site e.g. Facebook Event etc (please give web address)	
Description (no more than 150 words)	

Poster/Picture for this event must be emailed to sawebbsite@nottingham.edu.my at time of submission with "Event Name and Date of Event" clearly stated in the Subject Field.

Guidelines for CS on Advertising

- ❖ All of the above information is compulsory for advertising on the SA Events Page.
- ❖ Use of Information provided is at the discretion of the Communications Team.
- ❖ Description should not defame or debase any other CS or the SA. Any such descriptions will render the application null and void.
- ❖ All information will be understood to be correct at time of submission, if there are any amendments it is up to the CS to notify the SA Communications Officer to make any such changes.
- ❖ If an event is open to All Students, it is mandatory for it to be advertised on the SA Events Whiteboard opposite the Security Office.

<u>FOR SA USE ONLY:</u>		
Approved by:		
Societies / Sports Officer	President / Vice President	SA Manager

Reasons for Rejection if not approved:

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EVENT PROPOSAL FORM RECEIPT

Name of Club/Society: _____

Name of event: _____

Name of submitter: _____

Student ID: _____

<p>Date received stamp:</p> <p>Received by:</p> <p>_____</p>
