

EVENT APPLICATION FORM

A. Applicant Details

Name of Club/ School / Department : _____

(Please indicate subject if it's a class assignment)

B. Event Categories

Internal Events:

Tick	Type of Events
<input type="checkbox"/>	Ceremonies, launches, exhibitions etc.
<input type="checkbox"/>	Conferences, workshops, seminars etc.
<input type="checkbox"/>	In house competitions
<input type="checkbox"/>	Performances, concerts etc.
<input type="checkbox"/>	Cultural and recreational activities etc.
<input type="checkbox"/>	In house fund raising activities

External Events:

Tick	Type of Events
<input type="checkbox"/>	Community services
<input type="checkbox"/>	Participate / organize conference, workshops, etc.
<input type="checkbox"/>	Participate / organize external competitions
<input type="checkbox"/>	Study tours
<input type="checkbox"/>	Secondary school outreach activities
<input type="checkbox"/>	Out-campus fund raising activities

None of the above *(Please indicate)* _____

C. Details of Event

Event Title : _____

Event Date : _____

Event Time : _____

Venue : _____

*Estimated No. of Participants : _____

*Target Participant Group : _____

*External Organizer/ Collaborator : _____

*Name & Particular of Speaker : _____

(For Lecture/Talk/ Workshop only)

Event Description:

D. Green Practice

Please note that UOW Malaysia KDU Penang University College adheres to green practices in the campus, and therefore, no single-use plastic shall be used in any activity/events. These includes: plastic spoon, plastic bag, bamboo chopstick, straw, etc. The organizer shall replace the utensils to environmental friendly utensils or rent plates and cutleries from SSD.

E. Documents Attached

Documents attached with this application form:

(√)	Type of Forms	Code of Forms	Remarks
	Activity Proposal Form	SSD-C&S-14	*compulsory
	Subsidy Application Form	SSD-C&S-10	*not applicable for fund raising purpose
	Disclaimer of Liability Form	SSD-C&S-15	*for off campus activity
	Consent Form	SSD-C&S-16	*for participants below 18 years old
	Venue / Equipment Requisition Form	SSD-C&S-17	*if needed
	Walkie-Talkie Loan Agreement Form	SSD-C&S-18	*if needed
	Requisition of Non-Academic Certificate Form	SSD-C&S-21	*if needed

*All documents are available on:

- UOW Malaysia KDU Penang University College website <http://www.kdupg.edu.my/campus-life/student-life>

F. Event Coordinator Information

We have read and understood the **Event Management Policy & Procedure** of UOW Malaysia KDU Penang University College, and all applications has to be submitted **at least One (1) month** before the commencement of event. We will submit a copy of Activity Progress Report (SSD-C&S-19), photograph & video of the events **within Seven (7) working days** after the date of event to SSD.

	<u>Student in Charge</u>	<u>Advisor / Lecturer / Person In Charge</u>
Name		
Position		
Contact No		
Email		
Signature		

G. Approval (For office use only)

Received Date:	Remarks
Acknowledged by	Remarks
Signature:	
Name:	
Position: Student Representative Council - _____	Date:
Endorsed by	Remarks
Signature:	
Name: Joey Phuah <input type="checkbox"/> Recommended	
Position: Manager, SSD <input type="checkbox"/> Not Recommended	Date:
Approved by	Remarks
Signature:	
Name: Dr. Chong <input type="checkbox"/> Approved	
Position: Vice Chancellor <input type="checkbox"/> Not Approved	Date: