**STUDENT EVENT**

 **Approval Form for Invitation of Event Sponsor**

Fill in this form and submit to the Facilities Manager if you have any sponsor/s coming in during your event.

Title of Event: ………………………………………………………………………………………………………………………………………

Department: …………………………………………………………..…………… Course Code (if any)…………………………….

Person-in-Charge :…………………………………………………………………. Contact No ………………………………………..

2nd Person-in-Charge: …………………………………………………………… Contact No ……………………………………….

We shall be bringing in the following sponsor/s:

|  |  |  |  |
| --- | --- | --- | --- |
| **Date of event** | **Time (From-To)** | **Location** | **Name of sponsor/s & Contact No.** |
|  |  |  |  |
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Approved by HOD ……………………………………….. Approved by FMD Manager………………………………….

Date: ………………………………………………………….. Date ………………………………………………………………………