NATIONAL TEXTILE UNIVERSITY, FAISALABAD

EVENT MANAGEMENT APPROVAL FORM

PLEASE NOTE: *In order to allow for optimal planning of your event as well as any necessary reviews it is suggested that this form be completed no less* ***than (10 days)*** *prior to your event. This application is used to gather information and approval regarding your event to help the University determine that your event meets the academic/extra-curricular mission of the NTU and can be held on campus.* ***(Please keep in mind that all activities should be consistent with NTU policies).*** *All activities must be within moral and ethical values.*

EVENT DETAILS

Society: ☐ ***Technical: Deptt:*** _____ ☐ ***Extra-Curricular***

Society Name: _____

Event Name: _____

Objective of the Activity: _____

_____

Past Achievement: *(If any)* _____

Event Type: ☐ ***On Campus*** ☐ ***off Campus***

☐ *Conference/Seminar* ☐ *Cultural Event* ☐ *Sports/Competitions* ☐ *Religious Activity*

☐ *Educational Competition* ☐ *Debating Competition* ☐ *Other*

Venue: ☐ ***Main Hall*** ☐ ***Other*** _____

Date: _____ ***Time: From*** _____ ***hrs To*** _____ ***hrs***

EVENT COORDINATORS

President Name: _____ ***Cell#:*** _____ ***Deptt:*** _____

Coordinator Name (Male): _____ ***Cell#:*** _____

Deptt: _____

Coordinator Name (Female): _____ ***Cell#:*** _____

Deptt: _____

(*Make sure that you have consulted the Office of Student Affairs to determine if the date is available and is an appropriate time for hosting this type of event)*

Convener Details:

Name: _____ ***Cell#:*** _____

(Event planning process should be processed under the supervision of convener.)

EVENT CONTENTS

Sr. No.	*Activity Details (Separate list to be attached)*	*Time (From)*	*Time (To)*
1			
2			
3			
4			
Sr. No.	*Local Guests / Participants Name*	*Institute / Organization / Department*	*Designation*
1			
2			
3			
4			
	Foreigner Guests / Participants Name	*Country of Origin*	*Institute / Organization / Department*
1			
2			
Any foreigner guest is required prior approval from Home Department, Punjab, Lahore through registrar office for participation in an activity within University.			
(Please attach the short profile of the Chief Guest/Speaker)			

ADDITIONAL RESOURCES REQUIRED

Admin Support: _____

IT Technical Help:

☐ *Computers* ☐ *Standby Power* ☐ *Multiple Extension Board*

Others: _____

Departmental approval for Technical Event

Departmental Coordinator	
Head of Department/ Dean	

REVIEWED & APPROVED

Event & Contents Proposed by Society President: Signature (Date): _____

Event & Contents Approved by Society Convener: Signature (Date): _____

Advisor Students Office:

Hall Booking: _____ Student Affairs Approval: _____ Advisor Students: _____

Registrar Office:

Public Relation Officer: _____ Registrar: _____

Copy for Information to:

I. Hostel Warden (Boys &Girls)
II. Incharge Security
III. Incharge Classrooms / Auditorium
IV. (Mr. Shahzad Arshad, Incharge Main Hall, Ext-281 / Mr. Saim Sadaf 0314-3366523) Ext: 147

Note:

All types of activities within campus is required to be approved through this form. Strict disciplinary action will be taken against the organizers of any activity held without proper approval in campus.

CHECKLIST FOR HOLDING AN EVENT

INDOOR EVENTS:

- *Sequence of activities with timeline*
- *Breakdown of Expenditure*
- *Guest speaker profile along with arrival confirmation*
- *Guests List*
- *Transportation Requisition Slip (if required)*

INSTRUCTIONS/ CODE OF CONDUCT DURING THE EVENT:

- *Timings must be strictly observed.*
- *All Students should be dressed properly and professionally.*
- *Outsiders are **Not allowed** unless permission obtained prior to the event.*
- *Details of guests including names, CNIC must be provided.*
- *All Members of the Organizing Committee are responsible to ensure the discipline/conduct of the students through CRs and society/organizing team members.*
- *Advertisement material can only be placed on specific places / notice boards etc.*
- *All the banners/ posters should not be pasted on walls. Any advertisement material in campus should be removed immediately after the event.*
- *Once the event has been approved society convener/president needs to send out an email of invitation to all.*
- *Convener/ president is responsible to submit report after the event to the Office of Student Affairs and send information to Web Department to upload.*

FOR OFFICE USE, ONLY:

Received by:_____

Date & Time:_____

Undertaking

I solemnly undertake and declare that I will abide by the following rules and regulations:

- No such content will be presented which will affect the harmony of Society (Religious or Sectarian).
- No membership fee or fund will be collected from any student of the university by the society.
- Strict austerity and ethical measures will be adopted in all the events / programs.
- Transparent use of university finances will be ensured as per guidelines of University and management.
- I shall use all the installed fixtures, equipment which will be handed over to me by the University in a befitting manner.
- I shall not allow to all participants / office bearers of my society to serve eatables or smoking within main hall.
- I shall hold responsible to my society for any lost, theft, damage or any loss whatsoever directly or indirectly during the event preparation or actual program of my society.
- I shall not add/present any content other than approved through University Administration.

Name &Signature of Society President

Name & Signature of Society Convener