University of Management & Technology

Sialkot Campus

**Event Request Form**

**Event type**

Seminar Conference Exhibition Competition

Sports Festival Other

**Event Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purposed By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Purposed Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purposed Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Purposed Venue: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Duration: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Concerned Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Estimated Budget: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Estimated Revenue: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Audience:**

Students Faculty Staff Outsiders

**Publicity:**

Banners Website Social Media SMS

***Required Documents Check List***

Complete details of the Event List of Outsiders (if any)

Requirements from UMT List of judges (if any)

Financial Details (if any) Event Rundown

***For Office Use***

**Coupons received from OTR**: Yes. No. **Serial # of Coupon**: \_\_\_\_\_\_\_\_\_\_ **Unit Price**: \_\_\_\_\_\_\_\_\_\_\_\_

 Ref. #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Received Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Approved: Not Approved: Postponed:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Convener EMC Director Campus**

**Rules:**

1. This Form must be submitted to OPA Department not less than 2 weeks before the Event.
2. All cash details (Sponsored amount, Tickets Sold etc.) must be submitted to OTR at the end of Event.
3. Event Rundown must be attached which cannot be changed without written approval from EMC.
4. All types of collections from Students are prohibited.
5. No extracurricular activates are allowed before 15 days of final exam.
6. Extra and Co curricular activities should not be mixed.
7. Any student with disciplinary action should not participate in any activity.

***Undertaking:* I read and understood policy guidelines mentioned in participants, Faculty and Staff handbook. My event doesn’t violate any policy of UMT. I will abide by the decision made by EMC and before their written approval I will not proceed or execute said event.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature**