



# University of Management & Technology



## Sialkot Campus

### Event Request Form

**Event type**

- Seminar       Conference       Exhibition       Competition  
 Sports       Festival       Other

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

**Proposed By:** \_\_\_\_\_  
(Name, Designation and Department)

**Proposed Date:** \_\_\_\_\_

**Proposed Time:** \_\_\_\_\_

**Proposed Venue:** \_\_\_\_\_

**Duration:** \_\_\_\_\_

**Concerned Department:** \_\_\_\_\_

**Estimated Budget:** \_\_\_\_\_

**Estimated Revenue:** \_\_\_\_\_

**Audience:**

- Students       Faculty       Staff       Outsiders

**Publicity:**

- Banners       Website       Social Media       SMS

**Check List for Required Documents (must be attached)**

- |                               |                          |                            |                          |
|-------------------------------|--------------------------|----------------------------|--------------------------|
| Complete details of the Event | <input type="checkbox"/> | List of Outsiders (if any) | <input type="checkbox"/> |
| Requirements from UMT         | <input type="checkbox"/> | List of judges (if any)    | <input type="checkbox"/> |
| Financial Details (if any)    | <input type="checkbox"/> | Event Rundown              | <input type="checkbox"/> |

**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 activities 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.

**Organizing Person** \_\_\_\_\_ **Reviewed by Program Incharge (Yes/No)** \_\_\_\_\_  
(Name and Sign)

**Endorsed by KU Head (Yes/No)** \_\_\_\_\_ **Recommended by Convener EMC (Yes/No)** \_\_\_\_\_

**Director Campus:** **Approved / Not Approved** \_\_\_\_\_

***For Office Use***

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

**Ref. #:** \_\_\_\_\_ **Received Date:** \_\_\_\_\_ **Issued by:** \_\_\_\_\_