CLUBS AND SOCIETIES PROPOSAL CHECKLIST

Please tick (✓) required field

PART A: COVER

1. University logo and Club logo
2. Name of the event
3. Date, Day, Time and Venue
4. Organizer
5. Co-organizer (if any)

PART B: CONTENT

1. Name of the event / activity
2. Theme
3. Introduction (for talk, including speaker's background)
4. Purpose of Event
5. Date, Day, Time and Venue of Event
6. Target Group / Participant and Number of Attendees
7. Itinerary of Event
8. Layout of Event / Floor Plan
9. VVIP / VIP list
10. Organizing Committee
11. Financial Estimation
12. Marketing and Publicity Method
13. Project Timeline
14. Signature of Organizing Chairperson/Secretary (Prepared by)
15. Signature of Club/Society President (Checked by)
16. Signature of Principal Advisor (Acknowledged by)
17. Signature of ECA (Approved by)