



XIAMEN UNIVERSITY MALAYSIA

廈門大學馬來西亞分校

EVENT APPLICATION FORM

STEPS	SIGNATURE																																													
STEP 1 Get Your Proposal Approved by: - *Processing time for approval is 7 working days. Fill in the details below <table border="1"><tr><td>Name of Organization</td><td>:</td><td></td></tr><tr><td>Name of The Event</td><td>:</td><td></td></tr><tr><td>Event Date (Day)</td><td>:</td><td></td></tr><tr><td>Event Time</td><td>:</td><td></td></tr><tr><td>Event Description</td><td>:</td><td></td></tr><tr><td>Number of Participants</td><td>:</td><td></td></tr><tr><td>Name of Person-in-Charge</td><td>:</td><td></td></tr><tr><td>Student or Staff ID</td><td>:</td><td></td></tr><tr><td>Contact Number</td><td>:</td><td></td></tr><tr><td>Name of Faculty/Staff Advisor</td><td>:</td><td></td></tr><tr><td>Contact Number</td><td>:</td><td></td></tr></table>	Name of Organization	:		Name of The Event	:		Event Date (Day)	:		Event Time	:		Event Description	:		Number of Participants	:		Name of Person-in-Charge	:		Student or Staff ID	:		Contact Number	:		Name of Faculty/Staff Advisor	:		Contact Number	:		Approved by, Name: Department: Date:												
Name of Organization	:																																													
Name of The Event	:																																													
Event Date (Day)	:																																													
Event Time	:																																													
Event Description	:																																													
Number of Participants	:																																													
Name of Person-in-Charge	:																																													
Student or Staff ID	:																																													
Contact Number	:																																													
Name of Faculty/Staff Advisor	:																																													
Contact Number	:																																													
STEP 2 Confirm Your Event Venue Booking *Processing time for approval is 7 working days. 1. Classroom / Lecture Hall Academic Affairs Office (A3-702) / School of Foundation Studies (B1-217) <table border="1"><thead><tr><th>Venue</th><th>Date (Day)</th><th>Time</th></tr></thead><tbody><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr></tbody></table> 2. Common area Procurement & Asset Management Office (A3-707) <table border="1"><thead><tr><th>Venue</th><th>Date (Day)</th><th>Time</th></tr></thead><tbody><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr></tbody></table> 3. Sports facilities / Others Student Extra-Curricular Activities Office (B1-103) <table border="1"><thead><tr><th>Venue</th><th>Date (Day)</th><th>Time</th></tr></thead><tbody><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr></tbody></table>	Venue	Date (Day)	Time													Venue	Date (Day)	Time													Venue	Date (Day)	Time													Approved by, Name: Department: Date: Approved by, Name: Department: Date: Approved by, Name: Department: Date:
Venue	Date (Day)	Time																																												
Venue	Date (Day)	Time																																												
Venue	Date (Day)	Time																																												

STEP 3

Make your item or/and **banner hanging request

***Processing time for approval is 7 working days.**

****Only for the approved event with a proposal, attach your design**

1. Procurement & Asset Management Office (A3-707) / Student Extra-Curricular Activities Office (B1-103)

No	Item	Quantity	Start Date	End Date
1				
2				
3				
**	Banner hanging			

2. Multimedia equipment (A3 Library) / School of Foundation Studies (B1-217)

No	Item	Quantity	Collect Date	Collector's Name
1				
2				
3				

Approved by,

Name:

Department:

Date:

Approved by,

Name:

Department:

Date:

STEP 4

Event's safety and electricity-related matters supply

***Only for the approved event with a proposal, attach the floor layout**

1. Operation and Maintenance Office (B1-G15 & G13)

Tick (✓)	Item
	Power extension / lighting / AC
	Safety – road block / construction work
	Cleaning
	Remark (to be filled by staff only):

(1) Acknowledged by,

Name:

Department:

Date:

(2) Acknowledged by,

Name:

Department:

Date:

STEP 5

Completed? Return One Copy to "STEP 1" Respective Department: -

1. Clubs and Societies – Student Extra-Curricular Activities Office (ECA, B1-103)
2. Academic Related – Academic Affairs Office (A3-702)
School of Foundation Studies (B1-217)

Acknowledged by,

Name:

Department:

Date:

IMPORTANT NOTICE

1. Equipment and venue are subject to availability.
2. No food and drink are allowed inside the lecture hall.
3. A penalty of RM50.00 will be imposed for any failure to return items and dismantle the banner on time.
4. The university assumes no responsibility or liability for any loss, injury, or damage of any equipment/ furniture, or asset provided. Individual/ Club or society is expected to take full responsibility for their action and safety.
5. Students should report to ECA or the relevant office responsible for that particular asset if the assets borrowed are damaged or found in an impaired condition. The university has the right to impose the corresponding compensation on the user.
6. The University reserves the right to make changes to this form at any time for any reason, with or without notice

Updated by ECA (17 April 2024)