4TH STUDENT
GOVERNMENT
EVENTS AND WELFARE

ACTIVITIES @SUTD

COMPETITIONS

Represent SUTD at any level
e.g. Sports, Hackathon,

Competition Form

INTERNAL EVENTS

Open to non-members
e.g. all SUTD students/staff,
external visitor

Generates income
e.g. bazaar sales, ticket
sales, performance fee,
donation

Fifth Row Camps

Event Proposal Form

EXTERNAL EVENTS

Activities outside SUTD
e.g. participation in external
events, performance outside
SUTD, overseas community
service, conferences and
seminars

External Activity Form

EVENTS @ SUTD

any **passionate individual** can initiate an
event with a group of friends or club members

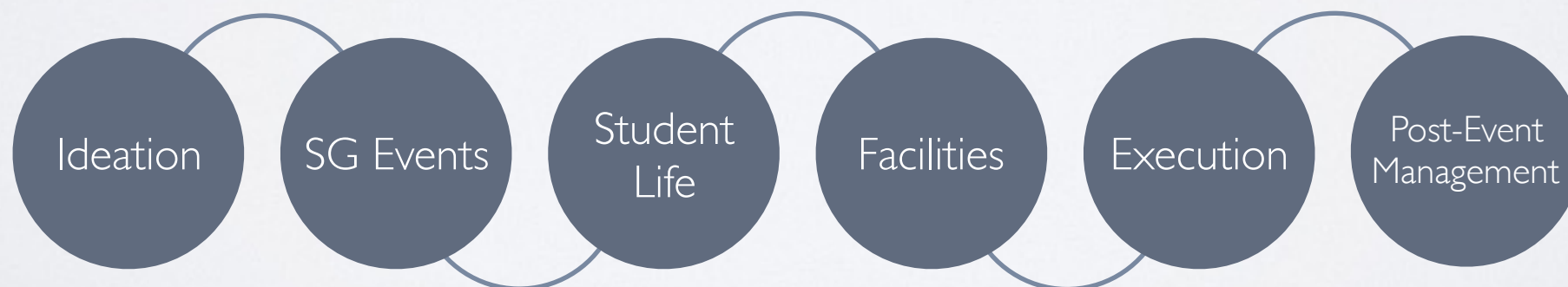# EVENT PROPOSAL FORM

WHERE TO GET IT FROM?

ROOT website: http://root.sutd.edu.sg/cache/#guidesandforms

SUBMISSION PROCEDURE

Submit online google form to register your event and then email the EPF to
SG Events: events@studentgov.sutd.edu.sg & your respective cluster reps
Send it at least 4 weeks in advance via email titled: [EPF] Event Name

EVENT FLOW

Ideation → SG Events → Student Life → Facilities → Execution → Post-Event Management

EVENT PROPOSAL FORM

PURPOSE OF AN EPF

Keep track of the happenings around the campus and to help avoid clashing events with similar event objectives

Keep track of finances and facilitate audit

Booking of facilities on the school campus

BOOKING FACILITIES

Book facilities after approval from 4SG & OSL via the facilities booking.

At least 2 weeks before the event date.

Event locations needs to be cleaned by the event organiser as the cleaning charges have been waived off by the school.

THINGS TO NOTE

Ensure that all the required licenses or permits are obtained for your event.
    eg: movie screening, copyrights music permit etc.

All food are to be pre-packed and purchases from licensed vendor.
    eg: no cooking and selling of food items etc.

Personal Data Protection Act

FORMS

ONLINE EVENT REGISTRATION

EVENT PROPOSAL FORM

COMPETITION FORM

EXTERNAL ACTIVITY FORM

PRICE ACKNOWLEDGEMENT FORM