*Should you require any information to help you with this Event Proposal, please refer to Club Management Training (CMT) Chapter 3 which covers “Event Preparation”.*

| **GENERAL Date:** Select date | | | |
| --- | --- | --- | --- |
| **CLUB/COMMITTEE/ TEAM** | Gamers’ Guild | **CLUB MEMBERSHIP/**  **COHORT STRENGTH** | 141 |
| **REQUESTOR** | Yan Chen |
| **ACTIVITY/RAMS ID** | Staff IC to enter | **SLD STAFF IC** | Keven |

| **EVENT INFORMATION** | | | | | |
| --- | --- | --- | --- | --- | --- |
| **TYPE OF EVENT** | ☐ **NEXUS**  *($6/pax, 1 mth lead time)* | | ☒ **UNIFY**  *($10/pax, 3 mth lead time)* | | ☐**OTHERS** |
| Please explain if date of application is less than required lead time:  Planning was pushed due to club fair and other subsequent events | | | | |
| **EVENT NAME** | Club Clash | | | | |
| **EVENT OBJECTIVES** | Describe the desired outcomes (observable behaviours, output and/or statistics) that the event aims to achieve. | | | | |
| **PART OF ANNUAL WORK PLAN?** | ☒ Yes ☐ No, please explain:  Enter text | | | | |
| **EVENT DETAILS** | **Date:** Select date | **Time:** e.g. 1300 – 1630 hrs | | **Venue[[1]](#footnote-0):** Enter text | |
| **Target:** 65 pax *(incl. Organising Committee, and student helpers)* | *To tally with SL-GOV-FM-005A Event Budget[[2]](#footnote-1)* | | | |
| **Event Expenditure:**  $Enter Cost (excl. GST) | | **Event Funding & Collection:**  $Enter Cost (excl. GST) | |
| Please explain if you wish to request for additional budget beyond SLD allowable funding guideline (subject to approval). | | | | |

**ADDITIONAL EVENT INFORMATION (if applicable)**

| **EXTERNAL BENEFICIARIES[[3]](#footnote-2)** | ☐ Yes, list no. of person(s) to be impacted: Enter text ☐ No  List beneficiary organisation. |
| --- | --- |
| **EVENT SUPPORTER(S)[[4]](#footnote-3)** | Enter name of individual(s) and/or external organisation(s) and corresponding type of support (e.g. advisory, venue, etc.) provided, if applicable. |
| **DANGEROUS EQUIPMENT**  *(Check if applicable)* | ☐ Entertainment laser ☐ Fireworks/ pyrotechnics  ☐ Open flame cooking ☐ LPG cylinders  ☐ Others, please specify: Enter text |

| **TARGET NO. OF PARTICIPANTS** | | |
| --- | --- | --- |
| **PARTICIPANTS** | **NO. PAX** | **%** |
| Students | 56 | % |
| Student Organisers[[5]](#footnote-4)   1. Gwendolyn 2. Pei Sheng 3. Manav 4. Clement 5. Tammy 6. Yan Chen 7. Esmund | 7 | % |
| Event Helper (if any)   1. Dennis 2. Ryan | 2 additional Helpers outside of EXCO | % |
| **TOTAL** | **65** | **100 %** |

| **ORGANISING COMMITTEE** | | | |
| --- | --- | --- | --- |
| **NO** | **NAME** | **STUDENT ID** | **POSITION** |
|  | Enter text | Enter text | Pls select |
|  | Enter text | Enter text | Pls select |
|  | Enter text | Enter text | Pls select |
|  | Enter text | Enter text | Pls select |

| **PROGRAMME/ TRAINING SCHEDULE** | | | |
| --- | --- | --- | --- |
| **DATE/**  **TIME** | **AGENDA**  *(Programme Line-up)* | **PIC/ SPEAKER/ INSTRUCTOR** | **DETAILED DESCRIPTION** *(Activity steps, instructions, tasks, topics, etc.)* |
| **7/12/24**  **11am-1130am** | Week 1 game: League of Legends (ARAM) – Check in | Enter name | Starting time: 11am, games official start at 1130am  Estimated 1 game: 25mins,  Worst case scenario: 30mins  7 batches of 4 Games running simultaneously  Breaks 5min between each game |
| **7/12/24**  **12pm** | Match 1 |  |  |
| **7/12/24**  **12.30pm** | Match 2 |  |  |
| **7/12/24**  **1pm** | Match 3 |  |  |
| **7/12/24**  **1.30pm** | Match 4 |  |  |
| **7/12/24**  **2pm** | Match 5 |  |  |
| **7/12/24**  **2.30pm** | Match 6 |  |  |
| **7/12/24**  **3pm** | Match 7 |  |  |
| **14/12/24**  **11am-1130am** | Week 2 game: Apex Legends (Hide & Seek) – Check in  Seekers would be from EXCO |  | Starting time: 11am, games official start at 1130am  3 games: Estimated 2hrs  Breaks 5min between each game |
| **14/12/24**  **12pm** | Match 1 |  |  |
| **14/12/24**  **12.40pm** | Match 2 |  |  |
| **14/12/24**  **1.20pm** | Match 3 |  |  |
| **21/12/24**  **11am-1130am** | Week 3 game: Stumble Guys – Check in |  | Starting time: 11am, games official start at 1130am  3 games: Estimated 2hrs  Breaks 5min between each game |
| **21/12/24**  **12pm** | Match 1 |  |  |
| **21/12/24**  **12.45pm** | Match 2 |  |  |
| **21/12/24**  **1.15pm** | Match 3 |  |  |
| **28/12/24**  **11am-1130am** | Week 4 game: Valorant (SwiftPlay) – Check in |  | Starting time: 11am, games official start at 1130am  Estimated 1 game: 15mins  7 batches of 4 Games running simultaneously  Breaks 5min between each game |
| **28/12/24**  **12pm** | Match 1 |  |  |
| **28/12/24**  **12.30pm** | Match 2 |  |  |
| **28/12/24**  **1pm** | Match 3 |  |  |
| **28/12/24**  **1.30pm** | Match 4 |  |  |
| **28/12/24**  **2pm** | Match 5 |  |  |
| **28/12/24**  **2.30pm** | Match 6 |  |  |
| **28/12/24**  **3pm** | Match 7 |  |  |
| **29/12/24** | Award ceremony + Party (pre-year end celebration?) |  | Starting time: 11am |

| **Event Layout (if applicable)**  Valorant & LoL Bracketing System (Round Robin):  Apex Legends (Hide and Seek) Rules: |
| --- |
| 4 Games:  League of Legends  Valorant (SwiftPlay)  Stumble Guys  Apex Legends (Hide and Seek) |

| **CONTINGENCY PLAN (if applicable)** |
| --- |
| *e.g. wet weather/ haze/ speaker unavailable/ low registration*  Online Event |

| **ADDITIONAL INFORMATION (if applicable)** |
| --- |
| *The Organising Committee to list down any additional information required of participants for Staff IC to input in IN4SIT. Examples:*   * *Dietary restrictions – Vegetarian, Others* * *Shirt Sizes – S, M, L, XL, XXL*   *The**Organising Committee may wish to approach the following clubs for their assistance for the event:*   * *SIT Photographer Club – Event photography* * *SIT Civil Defence LionHearters Club – First aiders*   Enter text |

| **EVENT PLANNING TIMELINE[[6]](#footnote-5)** | | |
| --- | --- | --- |
| **DATE** | **DESCRIPTION** | **ACTION BY** |
| 16/9/24 | Submit Event Proposal | Esmund |
| 20/9/24 | Receive approval on Event Proposal | Esmund |
| 20th – 23rd Sept 2024 | Blast of interest check/ outreach to all clubs  Gwendolyn - Sports  Pei Sheng – Student Chapters  Manav – Performing Arts  Tammy – Special Interest, SMCs  Have a Excel document of collated clubs and checklist to tick off those we have contacted | PIC |
| DD/MM/YYYY | Enter text | PIC |

| **EVENT LOGISTICS** | | | | |
| --- | --- | --- | --- | --- |
| **S/N** | **ITEMS** | **QTY** | **SOURCE[[7]](#footnote-6)** | **REMARKS/**  **POTENTIAL VENDOR** |
|  | Enter text | Qty | Pls select | Enter text |
|  | Enter text | Qty | Pls select | Enter text |
|  | Enter text | Qty | Pls select | Enter text |

| **DOCUMENTS TO SUBMIT** | | |
| --- | --- | --- |
| **S/N** | **DESCRIPTION** | **CHECK** |
| **COMPULSORY** | | |
|  | SL-GOV-FM-005A Event Budget Template | ☐ |
|  | Risk Assessment and Management (RAMS) Form  For online activities, please refer to “SLD-led & Student-led Online Activities” for approved risk controls.  For a list of standard RAMs, you may refer to the Student Resources Page. | ☐ |
|  | SL-GOV-FM-011 Emergency Management Plan  If your event is taking place at a specific campus, you may attach an EMP that is for a specific campus. Other templates are available on the Student Resources Page. | ☐ |
|  | Event Publicity  Tag **@SIT.studentlife** or **hashtag #SITStudentLife** on Club/Committee’s IG postings, stories or captions for SL’s supported initiatives, activities, training, etc. | ☐ |
| **If applicable/ Optional** | | |
|  | If applicable, to be submitted at least 2 months prior (for Unify) / 3 weeks prior (for Nexus) to Event Date: |  |
|  | * 1. EDM (jpeg)   To submit two formats in landscape and square. | ☐ |
|  | * 1. T-Shirt Design(jpeg) | ☐ |
|  | * 1. E.g. Quotation – Vendor A [purpose] | ☐  ☐ |
|  | Request Form for External Guest, Speaker and Trainer.   * To be submitted for approval together with the Event Proposal. * Only approach External Guest, Speaker and Trainer after approval is sought. | ☐ |
|  | If applicable, you can access other forms available on the Student Resources Page. |  |
| **SUBMITTED BY:**   | Enter name | | --- | | Enter designation | | | |

| **FOR OFFICIAL USE:** | |
| --- | --- |
| **Approved Budget:**  No of Pax: No. pax Cost Per Pax:$Enter CostSLD Funding: $Enter Cost | |
| **Comments:**  Enter text | |
| **APPROVED BY:**  (Staff IC/Team Lead)  **Date:**  Select date | | Enter name | | --- | | Enter designation | |
| ***Applicable only if Event is not listed in Work Plan OR Event Budget exceeds SLD Funding Guidelines OR Projected Total Event Expenditure exceeds $5,000:*** | |
| **APPROVED BY:**  (DD/HOD)  **Date:**  Select date | | Enter name | | --- | | Enter designation | |

1. Venue: Organising Committee to book SIT facilities through the Resource Booking System (RBS) or the Staff IC. [↑](#footnote-ref-0)
2. Complete *SL-GOV-FM-005A Event Budget* to fill in this portion. [↑](#footnote-ref-1)
3. A person or group outside of SIT that will benefit from this event. [↑](#footnote-ref-2)
4. Individual(s) within or outside of SIT and/or organisation(s) that are supporting this event by providing advisory input. [↑](#footnote-ref-3)
5. Maximum 6 persons or 10% of total number of participants for the event, whichever is lower. [↑](#footnote-ref-4)
6. Please note lead time required for items, e.g. shirt printing, food ordering etc. in overall timeline. [↑](#footnote-ref-5)
7. Students to check with Staff IC if items can be provided by SLD or by the Club/SMC or need to be purchased. [↑](#footnote-ref-6)