

Pre-event Planning

For Student Organizations

Organization Name:

About the Event:

Title:

Date of the event: [Click here to enter a date.](#) Start Time: End Time: Venue:

Type: Lecture Concert Field Trip Exhibition Workshop Other:

Funding: Club Budget Sponsors (if yes please attach any document: emails, bank statement, check ...)

The SAO reserves the right to cancel any event if the needed documents are not submitted with the set deadline min of 72 hours for general events.

Describe the event with all the necessary details (program, participants, targeted audience, purpose ...) :

What is the purpose of the event? How does the event align with the mission of the club?

Budget Estimation:

Please list any possible partnerships and/or collaboration with other entities (other clubs, schools, and centers):

Submitted by: Date: [Click here to enter a date.](#) Phone: Signature: _____

Approved by the Club's President: Date: [Click here to enter a date.](#) Phone: Signature: _____

Approved by the Club's Advisor: Date: [Click here to enter a date.](#) Phone: Signature: _____

Print

Office Use Only

Approved Not Approved

Received on: _____ Signature: _____

Approved by SAO Director:

Comments:

(SAO/F6)