

EVENT/ACTIVITY PROPOSAL

Part 1: General Details:

Club/Society Name	
Event/Activity Name	
Overview	
Objective	1. 2. 3.
Type of Sustainable Development Goal (SDG)	
Event/Activity Date (proposed if any)	List down each date – DD/MM/YYYY
Event/Activity Time	
Event/Activity Venue (proposed if any)	
Target Audience & No. of Target Audience & No. of Members involved	Example: Open to all Sunway Students – 40 pax If it is a tournament you are participating, please list down your participant details as follows: - Full name, Student ID & Course of Study
Registration Fees (if applicable)	
Registration Deadline (if applicable)	
Registration Method (if applicable)	
Name of External Party Invitation / Collaboration (if applicable)	Please specify (if any).
VIP Invitation (if applicable)	Name (Position) - purpose of invitation Example: Ms. Lee Siok Ping (Director of Student LIFE) - prize giving

Organizing Committee	<p>List 2 main project leaders / person in charge:</p> <p>Project leader: name contact number, imail</p> <p>Project assistant: name, contact number, imail</p>																																																								
Proposed Event / Activity Itinerary	<table border="1"> <thead> <tr> <th data-bbox="443 293 643 331">Time</th> <th data-bbox="643 293 1062 331">Description</th> <th data-bbox="1062 293 1422 331">Remark</th> </tr> </thead> <tbody> <tr> <td data-bbox="443 331 643 369">0800</td> <td data-bbox="643 331 1062 369"></td> <td data-bbox="1062 331 1422 369"></td> </tr> <tr> <td data-bbox="443 369 643 407">1000</td> <td data-bbox="643 369 1062 407"></td> <td data-bbox="1062 369 1422 407"></td> </tr> <tr> <td data-bbox="443 407 643 445">1230</td> <td data-bbox="643 407 1062 445"></td> <td data-bbox="1062 407 1422 445"></td> </tr> <tr> <td data-bbox="443 445 643 483">1300</td> <td data-bbox="643 445 1062 483"></td> <td data-bbox="1062 445 1422 483"></td> </tr> </tbody> </table>	Time	Description	Remark	0800			1000			1230			1300																																											
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Proposed Budget	<p>Current Club Fund: RM500.00 for example</p> <p>EXAMPLE BUDGET BREAKDOWN BELOW (remove this row if not applicable)</p> <table border="1"> <thead> <tr> <th colspan="4" data-bbox="443 689 1422 728">INCOME</th> </tr> <tr> <th data-bbox="443 728 927 810">Item</th> <th data-bbox="927 728 1082 810">Price per unit</th> <th data-bbox="1082 728 1236 810">Qty</th> <th data-bbox="1236 728 1422 810">Total</th> </tr> </thead> <tbody> <tr> <td data-bbox="443 810 927 848">a) 10% of club fund</td> <td data-bbox="927 810 1082 848">-</td> <td data-bbox="1082 810 1236 848">-</td> <td data-bbox="1236 810 1422 848"></td> </tr> <tr> <td data-bbox="443 848 927 887">b) Fundraising activity</td> <td data-bbox="927 848 1082 887"></td> <td data-bbox="1082 848 1236 887"></td> <td data-bbox="1236 848 1422 887"></td> </tr> <tr> <td data-bbox="443 887 927 925">c) Ticket Sales</td> <td data-bbox="927 887 1082 925"></td> <td data-bbox="1082 887 1236 925"></td> <td data-bbox="1236 887 1422 925"></td> </tr> <tr> <td colspan="3" data-bbox="443 925 1236 963" style="text-align: right;">Total Income</td> <td data-bbox="1236 925 1422 963"></td> </tr> <tr> <th colspan="4" data-bbox="443 1010 1422 1048">EXPENDITURES</th> </tr> <tr> <th data-bbox="443 1048 927 1131">Item</th> <th data-bbox="927 1048 1082 1131">Price per unit</th> <th data-bbox="1082 1048 1236 1131">Qty</th> <th data-bbox="1236 1048 1422 1131">Total</th> </tr> <tr> <td data-bbox="443 1131 927 1169">a) Food & Drinks</td> <td data-bbox="927 1131 1082 1169"></td> <td data-bbox="1082 1131 1236 1169"></td> <td data-bbox="1236 1131 1422 1169"></td> </tr> <tr> <td data-bbox="443 1169 927 1207">b) Token of Appreciation</td> <td data-bbox="927 1169 1082 1207"></td> <td data-bbox="1082 1169 1236 1207"></td> <td data-bbox="1236 1169 1422 1207"></td> </tr> <tr> <td data-bbox="443 1207 927 1368">c) Decoration <ul style="list-style-type: none"> - Faeries lights - Balloons - Colour papers </td> <td data-bbox="927 1207 1082 1368"></td> <td data-bbox="1082 1207 1236 1368"></td> <td data-bbox="1236 1207 1422 1368"></td> </tr> <tr> <td data-bbox="443 1368 927 1406">d) Door Gift</td> <td data-bbox="927 1368 1082 1406"></td> <td data-bbox="1082 1368 1236 1406"></td> <td data-bbox="1236 1368 1422 1406"></td> </tr> <tr> <td colspan="3" data-bbox="443 1406 1236 1444" style="text-align: right;">Total (all)</td> <td data-bbox="1236 1406 1422 1444"></td> </tr> <tr> <td colspan="3" data-bbox="443 1444 1236 1563" style="text-align: center;">Profit or Deficit (Income – Expenditures)</td> <td data-bbox="1236 1444 1422 1563"></td> </tr> </tbody> </table> <p>Subsidy request & justification (if needed):</p>	INCOME				Item	Price per unit	Qty	Total	a) 10% of club fund	-	-		b) Fundraising activity				c) Ticket Sales				Total Income				EXPENDITURES				Item	Price per unit	Qty	Total	a) Food & Drinks				b) Token of Appreciation				c) Decoration <ul style="list-style-type: none"> - Faeries lights - Balloons - Colour papers 				d) Door Gift				Total (all)				Profit or Deficit (Income – Expenditures)			
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Sponsorship Involvement	<p>Monetary / In-kind (please choose one or both. Remove if not applicable)</p> <p>(please list down the in-kind or monetary if any)</p>																																																								
Fundraising activity	Please specify (If any)																																																								

Part 2: Please fill in for sports related events only (please remove this part if not applicable)

Target Number of Participants/ Teams (if applicable)	
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Signatures cannot be on a standalone page

Equipment / Item needed (if applicable)	<i>Example:</i> Volleyball net - 2 unit Volleyball - 3 unit
Rules & Regulations (if applicable)	1. 2. 3.
Prizes (if applicable)	

Part 3: Appendix

Attached Documents	Any other information related to the event: <ul style="list-style-type: none"> <input type="checkbox"/> C&S Subsidy Request Form <input type="checkbox"/> Event Venue Booking Form / Sports Facilities Booking Form <input type="checkbox"/> Sponsorship Withdrawal Form <input type="checkbox"/> Consent Form <input type="checkbox"/> Poster/Banner/Bunting Design <input type="checkbox"/> Layout Plan <input type="checkbox"/> Speaker Profile Background <input type="checkbox"/> Description of Games <input type="checkbox"/> Other (please specify):
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Prepared by

Verified by

.....
Name
Project leader

.....
Name
President

Supported by

Approved by

.....
Name
Club Advisor

.....
Student LIFE