

d. Activity / Event Proposal Form

NOTE: For the smooth execution of the event, it is advised to fill in the form and submit it at least four (4) weeks before arranging a mega/university-wide event and three (3) weeks before internal/class activity.

Programme/Activity Details	
Date of Submission	
Name of Society	
Requester Name and Designation	
Activity Name	
Nature of Activity	
Intended Date of the Activity*	
Proposed Location	
Alternate Location*	
Activity Start Time	
Activity End Time	
Target Audience	
Expected Number of Participants	
Activity Description	
Programme Flow <i>(Please share minute-to-minute details of the event)</i>	
How does this activity promote society's vision/mission/objectives?	
Does your activity involve any Physical Activity?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, list down the nature of the Physical Activity.	1. 2.
Does your activity involve any travelling?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you want support for the arrangement of transportation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, confirm the number of participants.	
Have you discussed your budget before submission of the form with OSEP?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Financials	
Total Cost of the Activity	
Contribution by Students/Society	
Amount requested from the OSEP	
Approved Amount by OSEP <i>(To be provided by the office)</i>	
Marketing & Promotion	
How are you planning to create awareness / market your event?	
Are you planning to use University insignia, i.e., logo or mascot, in your event, for example, flyers, banners, t-	<input type="checkbox"/> Yes <input type="checkbox"/> No

shirts, or souvenirs?	<i>If yes, contact OSEP staff for details and coordination.</i>
List all Administrative Support Requirements	1. 2. 3. 4. 5.
Vendor details for Outsourced Services	
Are you contracting a service from outside?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, provide the following details:	
Name	
Address	
Contact Number	
Event Management / Coordination Team	
Provide details of the individual(s) responsible for coordinating the event.	
Contact 1:	
Name	
Email	
Contact No. (WhatsApp)	
Contact 2:	
Name	
Email	
Contact No. (WhatsApp)	

Important Notes:

- Please ensure no other activity is scheduled on the same date and venue – Check with the Office of Student Experience.
- It is essential to coordinate with the OSEP for budgetary/monetary and other technical matters before putting up this proposal.
- Please check the following with the vendors:
 - The vendor is registered with AKU (if not, request the vendor to fill in the supplier ID form and submit it with a copy of CNIC and a chequebook leaf. Request OSEP to provide a supplier ID form)
 - The vendor is a tax filer.
 - The vendor is paying all taxes depending on the nature of services (SST, GST, WHT etc.).
 - An invoice inclusive of taxes for review.