



..... SOCIETY EVENT APPLICATION FORM FOR SEMESTER

Application Date					
Type of Event					
Event's Title / Topic					
Purpose of the event and its estimated benefit to the Society / Campus					
Estimated number of attendees (Inside / Outside the Campus)					
Target audience (Students, staff, outsiders)					
Date(s) of the event(s)	Starting time	Ending time	Place		
Student(s) in charge of the event	Phone number		Email address		
Name(s) of the attending guest(s) (If any)*	Position / Title of the guest (Biography of the guest should be attached)		Email address and phone number of the guest		
Estimated budget of the event	Transportation	Accommodation	Food	Other	
Accommodation and transportation information of the guest(s)					
Arrival date					
Departure date					
Accommodation (maximum 2 nights)					
Technical equipment and other items requested for the event					
Laptop	<input type="checkbox"/>	Panel	<input type="checkbox"/>	Other:	
Projector	<input type="checkbox"/>	Floor	<input type="checkbox"/>		
Mic:		Decoration	<input type="checkbox"/>		
Hand	<input type="checkbox"/>	Table	<input type="checkbox"/>		
Headset	<input type="checkbox"/>				
Table mic	<input type="checkbox"/>				
Sound system	<input type="checkbox"/>	Chair	<input type="checkbox"/>		
Lighting system	<input type="checkbox"/>	Note stand	<input type="checkbox"/>		

Academic Advisor's Approval
Name & Surname - Signature

Chair of Society
Name & Surname - Signature

* The Directorate of Social and Cultural Affairs must be provided with the transportation information of the guest(s) no later than 20 days before the event.