

PROPOSAL FOR PROJECT / ACTIVITY

Date of Submission			
Club / Society / Projects			
Name of Project			
Nature of Project			
Objectives			
Date			
Day		Time	
Venue		Estimated Pax	
Person In Charge			
Contact No.		E-mail	

Proposed & Submitted by _____ Signature/ Name
Date:

Approved by Faculty Co-cu Coordinator/ Club/Society Advisor _____ Signature/ Name
Date:

Please attach your detailed proposal, event proposed budget, booking of venue and facilities form together with this Event Proposal form. This form is to be submitted at least 1 to 2 weeks before the event, depending on the size of the event. Copy of this form to be given to DSA after approval.

Moderated by 3CC Course Coordinator: _____ Signature
Date:

Remarks: