



AMERICAN UNIVERSITY OF SHARJAH  
OFFICE OF STUDENT AFFAIRS  
Event Requirement Form

Name of the club \_\_\_\_\_

Event title / Description \_\_\_\_\_

**(Important: Enclose details of your event)**

Proposed Date of the event \_\_\_\_\_

Today's Date \_\_\_\_\_

Timings \_\_\_\_\_

Place \_\_\_\_\_

Requirements	Yes	No	Members Responsible
Flyers			
Invitation Required			
a. Students			
b. Faculty & Staff			
c. Outsiders			
Tickets to be sold			
Media coverage required			

5. Do you need to reserve an auditorium? Yes  No  N/A

If Yes:

Main Auditorium (920 seats)

Lecture Hall A (280 seats)

Lecture Hall B (150 seats)

6. Transportation needed to \_\_\_\_\_

Time \_\_\_\_\_ No: of students \_\_\_\_\_

7. Food arrangement Abella  Self  N/A

8. Cleanco Assistance Yes  No  N/A

9. Ushers Yes  No  N/A

10. Estimated Cost \_\_\_\_\_

11. Physical Plant assistance required:

Items needed	When	Where
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Please list the names & contact numbers of persons responsible for this event (at least 3)

Name	Contact Number

Name of the Club President

Name of the Club Advisor

\_\_\_\_\_

\_\_\_\_\_

Signature of Club President

Signature of the Club Advisor

Manager of Student Activities

\_\_\_\_\_

Director of Student Activities

\_\_\_\_\_

Vice Chancellor for Student Affairs

Approved  Not Approved

**NOTE:**

- All requirements for the event must be submitted to the Student Activities Office **7 working days in advance**. Any requests after that may not be considered. All clubs must finalize requirements with Student Activities before holding their event.
- Your request is pending until you receive the final approval.
- No request will be entertained without the signature of the Advisor.
- Cancellation of the Event to be informed at least 2 days in advance.
- Form for outside catering must be approved by Operations Department **5 working** days in advance.