



جامعة الأمير محمد بن فهد
PRINCE MOHAMMAD BIN FAHD UNIVERSITY

EVENT PLANNING FORM

- ✓ Please Submit at least two weeks before the event
- ✓ Please fill in all the required information correctly and complete all the attachments
- ✓ Attach any proposal, plan, or documents that can describe your event in further details

PRESENTED BY

Please Check One: Club or Organization Individual Student Faculty/Staff Campus Life Internal

Sponsor (Club, Organization, Dept....)			
Event Coordinator			
ID #		Email	Mobile
<i>In order to organize a successful event, you will have to assign your group to these functions, based on your event's needs:</i> <ul style="list-style-type: none"> - Financial - Marketing - Safety/Security - Hospitality - Set-up/Clean-up 		Name	Function
		Please Prepare Attachment If Need more Space	

EVENT INFORMATION

Date	Start Time	Period

Event Title	
Event Description <i>Describe the event purpose, steps, and all activities included</i>	

List Goals for the Event
1.
2.
3.

Preferred Location		<i>Check the venues list to see the locations available and most suitable for your event</i>
Backup Location		

Does your event include a performer or speaker?	YES	X	NO
(if Yes) Performer/Speaker Name			



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Who are your intended audience?		Male	Female	In campus	Out campus
Staff	Faculty	Prep. Students	BIS Students	ENG Students	IT Students
AS Students	Alumni	Parents	Int. Students	Particular Segment: Yes or NO	
Does your event require pre-registration?					

EVENT BUDGET

Available Fund	Required Budget	Expected Returns

Does this event include fundraising activity?	YES	NO
Does this event include charity donations?	YES	NO
Does this event include sales?	YES	NO

Please attach a detailed proposal for the budget.

EQUIPMENTS AND SUPPLIES

Please fill in the (ES Request) and attach to this form. Not Applicable

PUBLICITY

Please indicate the advertising solutions you will conduct for your event. Identify if you have got it covered or you want the Campus Life Department to help you make it. If you don't want it, leave it blank.

Please attach all media material you will be using for your event. All designs and scripts should be approved before posted. Each media details should be printed in a separate paper i.e. Date of issuing, quantity	Solution	I got it covered	I want help
	Facebook: <i>please identify</i>		
	Twitter: <i>please identify</i>		
	Other Social Network:		
	Email Newsletter: <i>please identify</i>		
	PMU Email Push		
	Posters		
	Banner		
	Roll-up		
	Other Media:		

OTHER REQUESTS

Please specify any other requests for your event:

Item	Quantity	Description



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OFFICIAL USE ONLY

Dean of Student Affairs	Name:	Date and Signature:
IT Support	Name:	Date and Signature:
Maintenance	Name:	Date and Signature:
Engineering	Name:	Date and Signature:
Security Dept.	Name:	Date and Signature:
Safety Dept.	Name:	Date and Signature:
Accounting	Name:	Date and Signature:
Public Relations	Name:	Date and Signature:
Business Development	Name:	Date and Signature:
Media Club	Name:	Date and Signature:
Other	Name:	Date and Signature:
Other	Name:	Date and Signature:

Attachment Check List		<i>Supervisor Comments: Budget Needs approval, Notification of clubs need to happen immediately, announcement should go out no later than Saturday 10 November. This Event will be in conjunction with Club Get Together.</i>
Budget Proposal	X	
Sales Proposal	NA	
Equipment and Supplies	NA	
Publicity	X	

Director of Campus Life	Date	Signature
Decision		
Approved	Comments: This event will need Dean of Student Affairs approval	

Event Evaluation			
ATTENDANCE	Total Students _____	Total Guests _____	Total Faculty _____
			Total _____
One a Scale 1 to 5 Rate The Following			Rating 1 to 5
Was the Campus Life Staff Cooperative?			
Was the University Staff Cooperative?			
Overall, How Successful Was The Event?			
List Each Goal Below and on a Scale of 1 To 5 Rate Whether Each Goal Was Met?			
Goal 1 Students Feel Appreciated			
Goal 2 Students will participate more in Campus Life			
Goal 3 Clubs will create more events			
Goal 4			
Goal 5			
Please Describe Additional Measures of Evaluation and List the Results Below			
Students will be asked to complete paper survey as listed above.			