



Prince Mohammad Bin Fahd University  
Campus Life Office

Event Plan Form				
Organizer Name		Event Date		
Activity Name		Expected Number of Participation		
Activity Type:	<input type="checkbox"/> Seminar <input type="checkbox"/> Online Seminar <input type="checkbox"/> Workshop <input type="checkbox"/> Online Workshop <input type="checkbox"/> Healthcare Activity <input type="checkbox"/> Sports Activity <input type="checkbox"/> Volunteering Activity <input type="checkbox"/> Competition <input type="checkbox"/> Conference <input type="checkbox"/> Other	Genders participating in event	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Mixed	
Location:		Budget Requested in SAR		
Student/Instructor in Charge PMU ID		Student/ Instructor in Charge Mobile Number		
Time		Duration		
Guest Speaker Names and Position		Graphical posters	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<i>Note: Cv of Guest speakers must be attached to the email in order to be accepted.</i>				
Activity Description and Agenda				
Budget Breakdown				
No.	Item	Price Per Unit	Quantity	Total Price
1				
2				
3				
4				
5				
6				
7				
Logistics Request				
<b>Acknowledgement:</b> 1- All posters related to the activity must be approved by Campus Life Department before they are posted anywhere around the campus. 2- I will be fully responsible to submit all invoices related to the activity no later than a week from the date the activity took place. 3- I here authorize campus life staff to charge my PMU financial account with exact activity amount I fail to provide invoices for. 4- The petty cash clearance submission should not exceed a week from the day it was received				
<input type="checkbox"/> I hereby acknowledge to abide by all of the above mentioned regulations for the campus events				