



## APU STUDENT AFFAIRS EVENT PROPOSAL & EVENT CHECKLIST

### Event Proposal Check List

Please tick the check list and ensure that all requests were submit at least 7 working days before the required date. This is to ensure the best efficiency of the university to aid the event. Any late requests will not be entertained. Feel free to email us at [studentaffairs@apu.edu.my](mailto:studentaffairs@apu.edu.my) or contact any of our staff at student affairs department.

#### BASIC INFORMATION

Name/TP: \_\_\_\_\_ Event Date/Time: \_\_\_\_\_  
Club/Societies: \_\_\_\_\_ Venue: \_\_\_\_\_  
\_\_\_\_\_

#### Audience

- A target audience survey/research has been conducted to ensure target audience response to the event well.
- A target audience study has been conducted to ensure the event fit into the APIIT & APU student culture & community.

#### Venue & Code of Conduct

- Checked
- No open-fire cooking indoors
- Space is big enough to fit
- Venue availability
- Dress code
- Venue booking
- Booth booking
- VIP invitation
- Outsider invitation

#### Logistics & T&I

- Checked
- Security
- Transportation Booking
- PA System (APU/Outsider)
- Tables/Chairs
- Extension plug/Electric socket
- Screen/Monitors/Projectors
- Laptops/PCs/Labs
- Wireless Aps/WI-FI access
- Stage request

#### Marketing & Promotion

- Checked
- Posters
- Banners
- Buntings
- Flyers
- PC Wallpaper
- Webspaces II
- Booth
- Facebook Page
- Instagram Contest
- Promotional Video
- Flash mob
- Food Selling
- Promotional Package/Combo packs
- Staff office
- ARC & APU FB Page
- Class by class promotion



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### Budget

- |  |   |  |  |
|--|---|--|--|
| <input type="checkbox"/> Checked (Please make sure that it is break even.) | <input type="checkbox"/> Decorations & Stage Set-up   | <input type="checkbox"/> PA system (Outsider)      | <input type="checkbox"/> Ticket Printing                                   |
|  | <input type="checkbox"/> Prize                        | <input type="checkbox"/> Equipment/Tools           | <input type="checkbox"/> Goodie bags & Gift                                |
|  | <input type="checkbox"/> Venue Rental (If applicable) | <input type="checkbox"/> T-Shirts                  | <input type="checkbox"/> Miscellaneous                                     |
|  | <input type="checkbox"/> Banner & Bunting Printings   | <input type="checkbox"/> First Aid (If applicable) | <input type="checkbox"/> Cost for Pre-event & Fund raising (If applicable) |
|  | <input type="checkbox"/> Food & Drinks                | <input type="checkbox"/> Prize & Lucky Draw        | <input type="checkbox"/> Profit & Revenue                                  |

### Event Proposal

- |  |   |   |  |
|--|---|---|--|
| <input type="checkbox"/> Checked (Please make sure that it is break even.) | <input type="checkbox"/> Aims & Objective             | <input type="checkbox"/> Fund raising plan              | <input type="checkbox"/> Budgeting Plan                                |
|  | <input type="checkbox"/> Venue & Floor Plan           | <input type="checkbox"/> Ticket Pricing & Event Raising | <input type="checkbox"/> Goodie bags & Gift Plan                       |
|  | <input type="checkbox"/> Crew members                 | <input type="checkbox"/> First Aid Plan (If applicable) | <input type="checkbox"/> Endorsements                                  |
|  | <input type="checkbox"/> Tentative program            | <input type="checkbox"/> Transportation plan            | <input type="checkbox"/> Appendix (Attach necessary supportive papers) |
|  | <input type="checkbox"/> Promotional & Marketing Plan |   |  |



# **PROPOSAL FOR {Name of Event}**

AT

{Date}  
{Venue}

PREPARED BY  
{Club Name}

PREPARED FOR  
**THE MANAGEMENT OF A.P.U**

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# I. Summary

{State the summary of your proposed event. Include a brief description of your event. Also add in other relevant information that would support the approval of your event}

# II. Introduction

## **Goal**

{Include the goals that you would like to achieve in you event}

## **Objectives**

{List down the objectives of your event}

# III. Features

## **Committee Member & Staffing**

### **Job functions**

- *{List down each departments and their task description}*

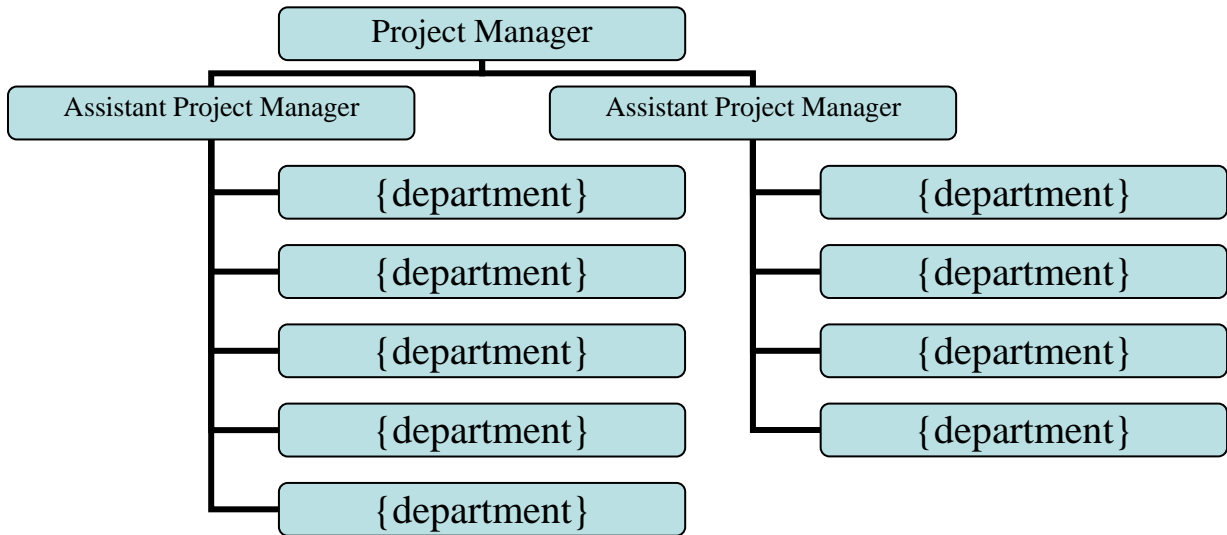
## **Activities during the Event**

{List down the individual activities that will take place during the event along with a brief description of the activities}



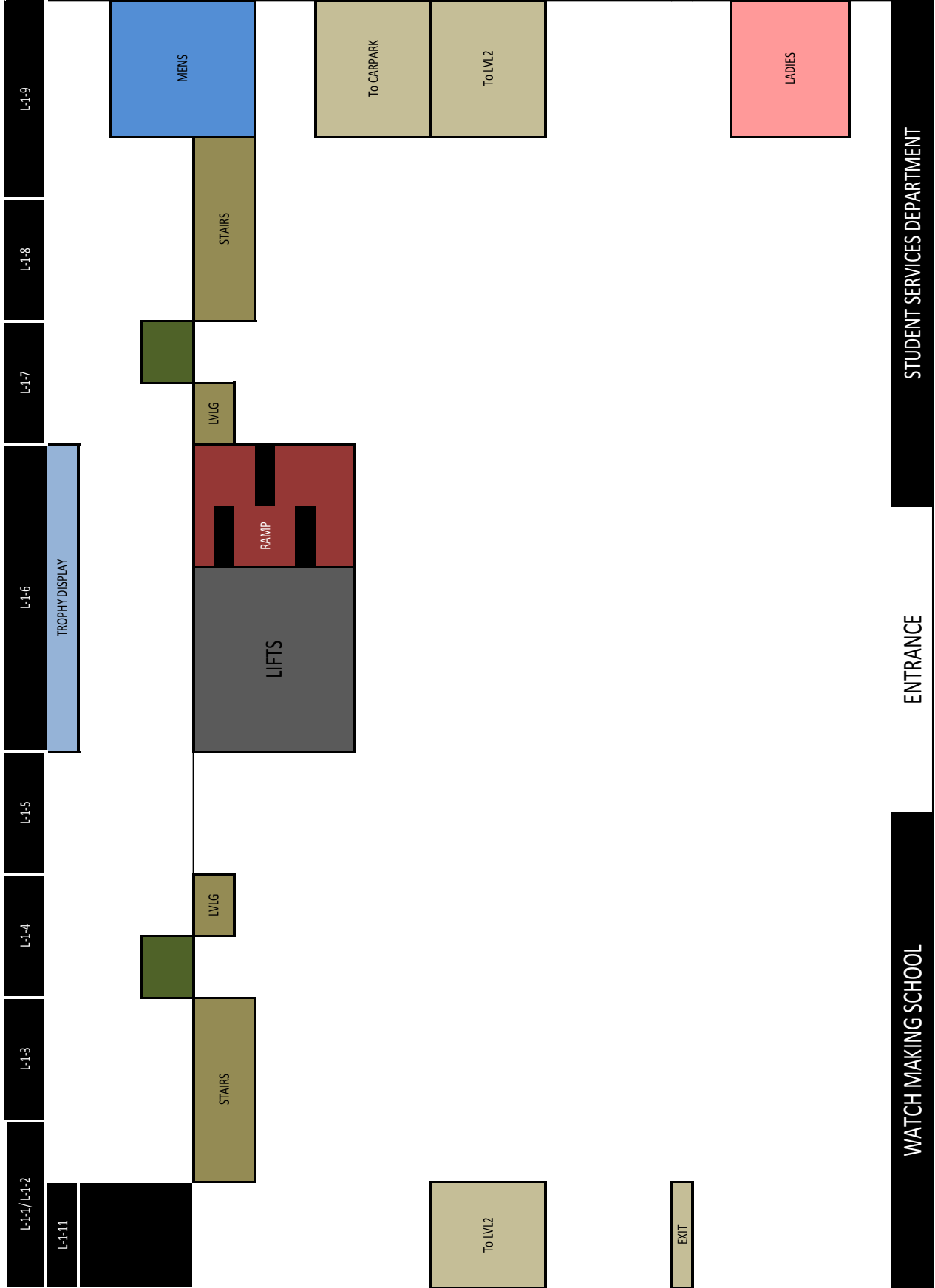
**Expected Sponsors [if any]**

## **IV. Key Personnel [sample structure]**



\*\*Please include contact details.

# V. Floor Plan





## VI. Endorsements

{State your hopes for APIIT to endorse the event. Also state relevant benefits for APIIT to endorse the event}

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***Remark:***

Budget will be on a separated document