



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 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 | | |