## [NAME OF EVENT]
## Approval Request

| Event Description: | |
|---|---|
| **Event Objective:** | |
| **Event Owner** | Name: |
| | Mob. Number: |

| **Event Details:** | Date: | Time: | Venue: |
|---|---|---|---|

| **Hosting Entity** | School: |
|---|---|
| | Deanship: |
| | Department: |

| **Internal Partners at GJU** "to be filled if the event is Joint" | |
|---|---|
| **External Partner** "to be filled if there is any External Partners" | |

| **The Event is Funded by** | **GJU** | **Project** | **Sponsors** |
|---|---|---|---|
| **Overall costs** | | | |
| **No. of People** | | | |

| **Catering required:** **Yes/No** | o **Coffee Break** ------------- Persons<br>o **Lunch** ------------- Persons<br>o **Light Lunch** ------------- Persons | **Catering Venue:** |
|---|---|---|

| **Patronage Involvement** | Yes/No | The request has been sent by: | |
|---|---|---|---|
| **If yes:** "to be filled " | | Institution Name: | |
| | | Patronage Name: | |
| | | Contact Info: | |

| **PR & Media** | Yes/No | **Photography** | Yes/No |
|---|---|---|---|
| **VIPs Attending** | Yes/No | If yes: details | |

| **Presidency Department** "Attendance of the President or Vice-Presidents required" | |
|---|---|

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| --- |

| **President's Approval** | **Yes/No** | **Signature:** |
| --- | --- | --- |