



EVENT MANAGEMENT REQUEST FORM

For Monash staff and students

* Please allow two working days for processing.

Name of requestor:

Contact number / email address:

Date:

1. ORGANISER'S DETAILS		
Name	Designation	Unit/School/Department

2. EVENT DESCRIPTION	
a) Name of event:	
1) Description of event:	
b) Describe the purpose of the event:	
c) Does the event involve external parties, including but not limited to the media, government, the Sunway Group or other stakeholders? Please specify.	
d) Expected number of attendees:	
e)	
f) Event Date:	
g) Proposed Event Venue:	
h) What services do you require for this event? Please specify. Security: Occupational Safety and Health: Others:	
Please attach a draft program for the event.	

4. AUTHORISATION	
<p>I hereby declare that the information provided in this request is correct and has received the approval of my head of school/unit/MUSA President/MUPA President.</p>	
<p>Signature of requestor</p>	<p>Signature of Head of School/Unit/MUSA President/MUPA President MUISS President / Clubs & Societies.</p>
5. ADVANCEMENT USE ONLY	
<p>Date received:</p>	<p>Received by:</p>
<p>Actions:</p> <p style="text-align: right;">Approved / Denied</p>	

Please return a **signed hardcopy** of the completed form to the Events Manager who can be contacted at parveen@adm.monash.edu.my / extension 46046 located in Room 2301, Level 3, Building 2. The Events Manager will contact you directly once approval is given and liaise with Facilities and Security to ensure delivery of agreed services.

Any change to the information provided in this form must be approved by the Senior Manager, Relationship Management.