

Student Development Services
Organization of student activities using campus venues

Part I. Important notes

Particulars	
1) Make sure your activity is approved by SU-AOAC (轄委) . Please provide the proposal and the endorsement of SU-AOAC (with SU AOAC's signature and chop) to SDS.	MUST
2) Applicant's signature, society chop and phone no. must be included in the proposal.	MUST
3) Budget	MUST
4) No. of participants of the event CityU Staff or students _____ Outsiders _____	MUST
5) Sponsorship list (if any) - Business Registration (photocopy) and SU copy. If yes, please provide the list of your potential sponsors.	Yes/No
6) Does your activity involve any fund raising or fee charging?	Yes/No
7) Any outside organization(s) involve the activity? Will they in-charge or manage the activity? Yes/No If Yes, please provide the organization name(s), contact person and phone no. _____ _____	Yes/No
8) CityU logo cannot be used on materials (e.g. Posters)	MUST
9) Submit the following information to Monique Lee/CDFO (3442 6891):. a) Proposal and Budget b) Floor plan c) Organization of large scale activities on campus form Part I & II	MUST
10) Confirm the venue booking with Monique Lee at (3442 6891)	MUST
11) For security arrangement or parking permission, please contact Mr PY Fung /CDFO at 3442 6852	MUST

Name in Capital Letter: _____ Student I.D. _____ Post: _____

Contact Tel No.: _____ Society Chop



Name of Society: _____ Date: _____

IMPORTANT NOTES: Application has to be submitted one month before the event day for approval of SDS. Late application less than one week of the event day will not be entertained.

(P.T.O.) for Part II

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Part II. Logistic arrangements (for CDFO)

2.1 Activity

Name:			
Date & Time: (including rehearsal)			
Location(s):			
Contact Person		Tel:	
On Site Contact Person		Tel:	

2.2 Participants

No. of CityU students and Staff:	No of outside audience:	No. of Performers:
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2.3 Venue and equipment setting (floor plan are required)

Equipment required	Please specify:		
Setting back drop	Yes	No	If yes, submit the CDFO work request form (with SDS endorsement)
Speaker Volume control	Subject to CDFO 's advice during event		
Venue reset	Societies should be responsible for venue clean up & reset		

2.4 Crowd Control and other duties

No. of security guards required	Number	Date(s):	Time: From _____ to _____
Key duties of the security	Please specify :		
No. of helpers from the Society for crowd control			

2.5 Others:	Yes	No	please "√" "as appropriate"
Any contractor from outside			If yes, please provide the company name, contact person and tel no.
Invite Media			
Guest of Honor			If yes, please provide names:
Catering Service			If yes: please provide company name and contact person and tel no.:
Parking permission			Contact Mr Fung at 3442 6852 for approval

Remarks: Approvals from CDFO are required for any additional / ad hoc request during the event.