## Part I. Important notes

<table>
<thead>
<tr>
<th>Particulars</th>
<th>MUST</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Make sure your activity is approved by SU-Council (轄委)．Please provide the proposal and the endorsement of SU-Council <strong>(with SU Council’s signature and chop)</strong> to SDS.</td>
<td>MUST</td>
</tr>
<tr>
<td>2) Applicant’s signature, society chop and phone no. must be included in the proposal.</td>
<td>MUST</td>
</tr>
<tr>
<td>3) Budget</td>
<td>MUST</td>
</tr>
<tr>
<td>4) No. of participants of the event</td>
<td>MUST</td>
</tr>
<tr>
<td>CityU Staff or students ___________ Outsiders____________________</td>
<td>MUST</td>
</tr>
<tr>
<td>5) Sponsorship list (if any) - Business Registration (photocopy) and SU copy. If yes, please provide the list of your potential sponsors.</td>
<td>Yes/No</td>
</tr>
<tr>
<td>6) Does your activity involve any fund raising or fee charging?</td>
<td>Yes/No</td>
</tr>
<tr>
<td>7) Any outside organization(s) involve the activity? If Yes, please provide the organization name(s), contact person and phone no.</td>
<td>Yes/No</td>
</tr>
<tr>
<td>8) <strong>Important information :</strong> CityU logo cannot be used on materials (e.g. Posters)</td>
<td>MUST</td>
</tr>
</tbody>
</table>
| 9) Submit the following information to Monique Lee **via SDS.**  
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) later | MUST |
| 11) For security arrangement or parking permission, please contact Mr TW Au Security at 34427457 | MUST |
| 12) Please check the venue before use and inform Security at x8888 to check the venue after use. | 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
## Part II. Logistic arrangements (for FMO)

### 2.1 Activity

<table>
<thead>
<tr>
<th>Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Date &amp; Time: (including rehearsal)</td>
<td></td>
</tr>
<tr>
<td>Location(s):</td>
<td></td>
</tr>
<tr>
<td>Contact Person</td>
<td>Tel:</td>
</tr>
<tr>
<td>On Site Contact Person</td>
<td>Tel:</td>
</tr>
</tbody>
</table>

### 2.2 Participants

<table>
<thead>
<tr>
<th>No. of CityU students and Staff:</th>
<th>No of outside audience:</th>
<th>No. of Performers:</th>
</tr>
</thead>
</table>

### 2.3 Venue and equipment setting (floor plan are required)

<table>
<thead>
<tr>
<th>Equipment required</th>
<th>Please specify:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Setting back drop</td>
<td>Yes</td>
</tr>
<tr>
<td>Speaker Volume control</td>
<td>Subject to FMO ‘s advice during event</td>
</tr>
<tr>
<td>Venue reset</td>
<td>Societies should be responsible for venue clean up &amp; reset</td>
</tr>
</tbody>
</table>

### 2.4 Crowd Control and other duties

<table>
<thead>
<tr>
<th>No. of security guards required</th>
<th>Number</th>
<th>Date(s):</th>
<th>Time: From _________ to __________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Key duties of the security</td>
<td>Please specify:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>No. of helpers from the Society for crowd control</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 2.5 Others:

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>please “ √ “as appropriate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any contractor from outside</td>
<td>If yes, please provide the company name, contact person and tel no.</td>
<td></td>
</tr>
<tr>
<td>Invite Media</td>
<td>Video Taking\ On line show TV broadcast \To call on</td>
<td></td>
</tr>
<tr>
<td>Guest of Honor</td>
<td>If yes, please provide names:</td>
<td></td>
</tr>
<tr>
<td>Catering Service</td>
<td>If yes: please provide company name and contact person and tel no.:</td>
<td></td>
</tr>
<tr>
<td>Parking permission</td>
<td>Contact Mr Fung at 3442 6852 for approval</td>
<td></td>
</tr>
</tbody>
</table>

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