



EVENT ORGANIZATION REQUEST FORM

SECTION 1: EVENT DETAILS

Basic Information

Event Title:

Event Theme / Tagline:

Type of Event:

Seminar

Workshop

Conference

Cultural Event

Sports Event

Other

Proposed Date:

Alternate Date:

Expected Time:

Expected Venue:

Expected Attendees:
(Classes Required)

Target Audience:

SECTION 2: ORGANIZER INFORMATION

Faculty Name:

Designation:

Department:

Society/ Office:

Contact No.:

Email Address:

SECTION 3: EVENT DESCRIPTION & OBJECTIVES

Brief Description of the Event:

Please explain during this event, which classes will be cancelled

How will you rearrange these classes? In case of make-up classes, please attach the make-up class timetable with the HOD's signature.

Is this event already mentioned in the Academic Calendar?

If it isn't mentioned in the calendar state, the reason why is it important to organize?



SECTION 4: RESOURCE REQUIREMENTS

Resource / Item	Required (Yes/No)	Remarks / Quantity
Screen	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Sound System / Microphone	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Laptop / Computer	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Banners / Flex Printing	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Stationery / Handouts	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Refreshments / Catering	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Photography / Videography	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Transportation / Logistics	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Guest Speaker(s)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Security / Crowd Management	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Admin Staff	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Others		

SECTION 5: ESTIMATED BUDGET

Budget Item	Estimated Cost (PKR)	Funding Source
TOTAL ESTIMATED BUDGET		

SECTION 6: APPROVAL & AUTHORIZATION

Authority	Signature & Date	Status
Event Organizer Note: Should be from the faculty of NUML Mirpur Campus		
Head of Department (HOD) Note: Please make sure to be present once this form is put up at the RD office for approval		<input type="checkbox"/> Approved <input type="checkbox"/> Rejected
AD ACAD Note: AD ACAD will ensure that no other event is scheduled on the selected date.		<input type="checkbox"/> Approved <input type="checkbox"/> Rejected



EVENT COMMUNICATION PROTOCOL – NUML MIRPUR CAMPUS

1. Communication Upon Event Approval

Once the Event Request is approved by the Regional Director, the Head of Department (HoD) shall immediately notify the following stakeholders in the sequence outlined below:

1. Event Organizer
2. Society Advisor
3. Parent Department – NUML Main Campus (*Text with Banner/Poster – For Information—via Organizer*)

2. Pre-Event Communication by Advisor/Event Head

Following the initial notification, the Society Advisor/Event Head shall disseminate event information to the following stakeholders in the given order:

4. Faculty Official Groups (via WhatsApp/Email) (*Text with Banner/Poster – For Information*)
5. Assistant Director Academics (AD ACAD) – Regional Services, Islamabad Main Campus (*Text with Banner/Poster – For Information*)
6. Admin In Charge (*Text with Banner/Poster – For Information; for administrative support request*)
7. Finance Office (*Text with Banner/Poster – For Information; for approved financial processing*)
8. NILO Head (*Text with Banner/Poster – For Information*)
9. BICON Head (*Text with Banner/Poster – For Information*)
10. QEC Head (*Text with Banner/Poster – For Information*)
11. Student Placement Office (*Text with Banner/Poster – For Information*)
12. Student Groups (*Text with Banner/Poster – For Information*)
13. Library In-Charge (*Text with Banner/Poster – For Information*)
14. Lab Assistants (*Text with Banner/Poster – For Information*)
15. Assistant Network Administrator (*Text with Banner/Poster – For Information and Arrangements*)
16. Social Media Pages (*Text with Banner/Poster – For Information*)
17. NUML Website Administrator (*Text with Banner/Poster – For Information*)

3. Post-Event Communication

Immediately after the conclusion of the event, the Advisor/Event Head shall share event updates and documentation with the following stakeholders in the sequence below:

1. Faculty Official Groups (*Text with Captured Images/Videos*)
2. AD ACAD- (*Text with Captured Images/Videos – For Record Keeping*)
3. Student Placement Office (*Text with Captured Images/Videos – For Record Keeping*)
4. Social Media Pages (*Selective Text with Captured Images*)
5. NUML Website Administrator (*Selective Text with Captured Images*)
6. Main Campus Official Groups (*Selective Text with Captured Images via HoDs/AD ACAD*)