

Student Club/Organization Event Proposal Form

Student Engagement and Leadership Department (SELD)
American University of Sharjah, PO Box 26666, Sharjah, UAE
Tel +971 6 515 2751 / 515 4000
Submit completed forms to sactivities@aus.edu

Student Organization Details

Name of Student Club/Organization:	
Date of submission	

Event Details

Event title:	
Event date and time:	
Proposed venue (subject to availability):	
Expected number of attendees:	
Attendance: <input type="checkbox"/> Students <input type="checkbox"/> AUS Community <input type="checkbox"/> General Public <input type="checkbox"/> Others:	

Description and Purpose

Please give a brief description of the event and its main purpose:

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Learning Outcomes

Please list the learning outcomes that you expect to achieve from this event:

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Event Program

Time	Activity

Budget

No.	Item Description	Amount
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
Total:		

Event Equipment

No.	Item Description	Quantity
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

Members In Charge of Organizing the Event

Name	AUS ID no.	Mobile no.

I, the President of the Student Club/Organization confirm that I endorse and approve the event proposal. By signing below, I confirm that all the information provided in this form is complete and accurate.

Name of the Student Club/Organization President	Signature
AUS ID no.	Date

Important notes:

- This proposal is subject to review and approval. The event can only be conducted once the proposal is approved.
- **The processing time for a proposal takes between 2 to 8 weeks** depending on the nature of the event.
- For events that require approvals from other AUS departments, such as approvals for guest speakers, sponsors, food vendors etc., the processing will only start on the day of receipt of all the required information and documents.