**T.R.  
ABDULLAH GÜL UNIVERSITY**

EVENT REQUEST FORM

|  |  |  |
| --- | --- | --- |
| 1 | Organizing Student Club(s) |  |
| 2 | Event Title |  |
| 3 | Event Type | ( ) Technical Visit (  ) Conference, Seminar, Talk etc.  ( ) Social Contribution (  ) Training  (  ) Other …………………………. |
| 4 | Date of the Event |  |
| 5 | Start and End Time for the Event |  |
| 6 | Event Description |  |
| 7 | Purpose(s) and Target(s) |  |
| 8 | Where the event fits within the scope of the activities/objectives of the club |  |
| 9 | Whether the club advisor will participate in the event | (  ) Yes (  ) No |
| 10 | Opinion of the club advisor on the purposes and targets of the event |  |
| 11 | Event Language(s) | (  ) Turkish (  ) English ( ) Other ........................... |
| 12 | Info on speakers of the event, if any (names, affiliations, etc.) |  |
| 13 | Preferred Venue | (  ) Rectorate Conference Hall (  ) Seminar Room A  ( ) Seminar Room B ( ) Seminar Room C  (  ) Warehouse Conference Hall ( ) Rectorate Conference Hall  ( ) Outside of the University |
| 14 | Reservation information | Full Name Signature  Person requesting the pre-reservation ……………. ……….  Official making the pre-reservation …………….. ………..  Date and time of the pre-reservation ……………………….. |
| 15 | Expected Number of Attendees\* |  |
| 16 | Request for external participation in the event besides the University's students and staff | ( ) Yes ( ) No |
| 17 | The club advisor's opinion and suggestions regarding external participation in the event |  |
| 18 | Quota Reserved for the International Students |  |
| 19 | Social media handles used for the announcement/news on the event, if any\*\* |  |
| 20 | Type of Transportation Requested for the Event | ( ) Bus ( ) Shuttle ( ) None |
| 21 | Hours and Itinerary of Transportation, if requested |  |
| 22 | Materials Requested from the University for the Event |  |
| 23 | Co-sponsors of the Event, if any |  |
| 24 | Clubs to Work at the Event\*\*\* |  |

\*Expected Number of Attendees: Student club members + non-members coming to the event

\*\* Digital copies of any banners, posters, and other materials to be shared on social media are sent attached to the event request form. Banners, posters, and other promotional materials approved by the Board can only be shared on the official social media accounts of the clubs.

If any club shares promotional content that is not approved by the Board on social media, its activities are seized indefinitely.

\*\*\* If there is any club working at the event, its president and club advisor are also requested to sign the form.

Club President Club Advisor

Signature Signature