



COMSATS University Islamabad

Career Development Cell

No. CUI-ISB/CDC/S-event/001/2022

Date: _____

Student Society Event Approval Form

Name of Department: _____

Name of Society: _____

Title of the Event: _____

Planned Date: _____ Starting Time: _____ Closing Time: _____

Venue: _____ Expected No. of Participants: _____

Source of Funding: _____

Name & Signature of Society President

Contact No: _____

Email Address: _____

Recommended By (Society Advisor): _____
Name, Signature & Stamp

Official Extension & Mobile No (Society Advisor): _____

Recommended by (HoD): _____
Name, Signature & Stamp

Endorsed by (Incharge CDC): _____

Approved by (Incharge Academics): _____

Instructions:

Details mentioned below must be followed; please attach (i to V) with the event approval form:

- i. **Society event undertaking by the society advisor.**
- ii. **Detailed proposal of event activities, especially musical concerts, dramatics etc will be discussed with Incharge Academics / Incharge CDC prior to the event and its approval.**
- iii. **Budget of the event.**
- iv. **If funding required, request must be forwarded duly approved by faculty advisor through concerned HoD.**
- v. **List of finalized participants / guests.**
- vi. **Promotion of event will only be allowed in café and designated notice boards in departments. The event will be cancelled if promotional material be found on any other place except designated areas.**
- vii. **Promotional material will be removed right after the event.**
- viii. **Promotion of the event on social media and inside university will only be started after approval.**
- ix. **List of guests/vendors and any other personnel coming from outside CUI will be shared with security department at least one day prior to the event and this is the responsibility of society advisor.**