



EVENT PROPOSAL FORM (for Students and Clubs)

The form is to be submitted to UCO (A G.16) **at least 5 days** prior to the event

Event Information

Proposed Title:					
Proposed Date:		Proposed Time:		to:	
Proposed Venue:			Expected Number of Participants:		
Speakers:					

Event Description: Please specify what have you planned, describe all activities and the event outcome

REQUIREMENTS

Inventory Required (Please specify)	Service Required (Please specify)	Budget (if applicable)
1. Laptop / Projector / Sound System	1.	
2.	2.	
3.	3.	
4.	4.	
5.	5.	

Event Organizer

Student Club 1:			
Applicant's Name:		Tel:	Email:
Applicant's Signature:			Date:

Student Club 2:			
Applicant's Name:		Tel:	Email:
Applicant's Signature:			Date:



APPROVAL PAGE

Faculty	Feedback	Signature	Comments/Explanation
Student Club Advisor	Approved Rejected		
University Communications Office	Approved Rejected		
Rector	Approved Rejected		

The process of event proposal

- Please fill in this Event Proposal Form with all requirements needed for successful implementation of the event. If the requirements are not stated in the application, the same will not be provided.
- If the lecture, conference, seminar, workshops, presentation, etc. is intended to be held in the IUS Amphitheatre on the ground floor, prior to planning the date of the event, please check the availability of amphitheater with **University Communications Office (UCO)**, via e-mail address: uco@ius.edu.ba or check the calendar of events on UCO website.
- All applications for organization of any event at IUS have to be submitted **at least 10 days** prior to the beginning of the planned event in order to avoid time clash in the Amphitheater.
- All applications must be approved and signed by the following responsible staff: **Student Club Advisor**, and **UCO**. The final approval will be given by the **Rector**.
- No event will be processed, if there is no written request and approval for it. Without Rector's final approval no event will be held at IUS.
- For the guest speakers to be invited to give lectures at IUS, **CV** is required to be attached along the application form.