



EVENT PROPOSAL FORM – IUS ART GALLERY

The form is to be submitted to UCO **at least 10 days** prior to the event

Event Information

Proposed Title:					
Proposed Date:		Proposed Time:		to:	
Event Proposer:					
Proposer's E-mail and Phone Number:					
Date of Form Submission					

IUS Gallery Event Options (Select all that apply):

Exhibition Please specify (e.g., featured artist or theme):

Artist Talk Please specify (e.g., artist name or topic):

Live Art Demonstration Please specify (e.g., medium or technique):

Themed Group Exhibition Please specify (e.g., theme or title):

Art Workshop Please specify (e.g., subject or target audience):

Curator Talk Please specify (e.g., focus or guide name):

Installation or Performance Please specify (e.g., artist or concept):

Other Please specify:



IUS Gallery Event Review – Publication Checklist

Reviewer’s Name: _____

Please select where the event review should be published (check all that apply):

- Gallery Online Channels (e.g., blog, social media, newsletter)
- IUS Webpage (e.g., university news or events section)
- Annual Gallery Catalogue (e.g., printed or digital publication featuring yearly highlights)
- Other Please specify: _____

SDG Checklist

Is this event related to SDGs?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please check the goal(s) the event relates to:			
SDG 1: No Poverty	<input type="checkbox"/>	SDG 7: Affordable and clean energy	<input type="checkbox"/>
SDG 2: Zero hunger	<input type="checkbox"/>	SDG 8: Decent work and economic growth	<input type="checkbox"/>
SDG 3: Good health and well-being	<input type="checkbox"/>	SDG 9: Industry, Innovation, Technology and Infrastructure	<input type="checkbox"/>
SDG 4: Quality education	<input type="checkbox"/>	SDG 10: Reduced inequality	<input type="checkbox"/>
SDG 5: Gender equality	<input type="checkbox"/>	SDG 11: Sustainable cities and communities	<input type="checkbox"/>
SDG 6: Clean water and sanitation	<input type="checkbox"/>	SDG 12: Responsible consumption and production	<input type="checkbox"/>
		SDG 13: Climate action	<input type="checkbox"/>
		SDG 14: Life below water	<input type="checkbox"/>
		SDG 15: Life on land	<input type="checkbox"/>
		SDG 16: Peace, justice and strong institutions	<input type="checkbox"/>
		SDG 17: Partnerships for the goals	<input type="checkbox"/>

Requirements

Inventory Required (Please specify)	Service Required (Please specify)	Budget (if applicable)
1.	1.	
2.	2.	
3.	3.	
4.	4.	
5.	5.	



APPROVAL PAGE

Faculty	Feedback	Signature	Comments/Explanation
IGC Head	Approved Rejected		
FASS Dean	Approved Rejected		
Rector	Approved Rejected		

The Process of Event Proposal

- Please complete this form with all necessary information required for the successful implementation of the event. Any requirements not stated in the application will not be provided.
- Unless otherwise specified, UCO reserves the right to design the event's visual identity.
- All applications for organizing events at IUS must be submitted at least 10 days before the planned event date.
- All applications must be approved and signed by the IGC Head and the FASS Dean. Final approval will be granted by the Rector.
- No event will be processed without a written request and formal approval.
- If the event authors are not affiliated with IUS, their CVs must be attached to the application form.