



EVENT PROPOSAL FORM (Staff)

The form is to be submitted to PR Office (B F3.9) at least 15 days prior to 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

BUDGET		
Inventory Required (Please specify)	Service Required (Please specify)	Service Cost (KM)
1. Laptop / Projector / Sound System	1	
2.	2.	
3.	3.	
4.	4.	
5.	5.	
Total Cost:		

Event Organizer

Department: _____

Applicant's Name: _____ Tel: ____ / ____ - ____ Email: _____

Applicant's Signature: _____ Date: ____ / ____ / ____

APPROVAL PAGE

Office	Feedback	Signature	Comments / Explanation
Applicant's Program Coordinator	Approved		
	Rejected		
Applicant's Faculty Dean	Approved		
	Rejected		
Rector	Approved		
	Rejected		

The process of event proposal

- 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 **PR Office**, ext. 177 or via e-mail address: pr@ius.edu.ba.
- If the expected number of participants is less than 60, Conference Room (**A G.16**) should be used for the event.
- 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 not specified differently, PR Office reserves rights for creating event's visual identity
- All applications for organization of any event at IUS have to be submitted at least 15 days prior to beginning of the planned event in order to avoid time clash in the Amphitheater.
- Rector's Office will be notified regarding upcoming event in timely manner.
- All applications must be approved and signed by the following responsible staff: **Applicant's Program Coordinator**, and **Applicant's Faculty Dean**. The final approval will be 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 in the Amphitheater or at IUS.
- For the guest speakers to be invited to give lectures at IUS, CV is required to be attached along the application form.