

AMERICAN UNIVERSITY OF BEIRUT

OFFICE OF STUDENT AFFAIRS

DEPARTMENT OF STUDENT ACTIVITIES

Student Activity Proposal/Poster Display Request

IMPORTANT: This form must be completed and submitted to the Department of Student Activities at **LEAST TWO WEEKS** prior to the date of the event. All flyers, posters, and detailed needs (sound system, tables/ chairs, etc.) must accompany this form.

Name of Club or Society: _____

Requested by: _____

AUB ID Number: _____

Requester's Position: _____

Requester's E-mail: _____

Requester's Phone: _____

Name of Activity: (check where applicable)

___ Concert ___ Lecture

___ Conference ___ Meeting

___ Community Service Event ___ Play

___ Debate ___ Reception

___ Exhibition ___ Trip

___ Film screening ___ Workshop

___ Gala Dinner ___ Other Specify _____

Event/Activity Title: _____

Event Starts _____ at _____ am/pm Event Ends _____ at _____ am/pm

Day & Date

Day & Date

Location requested: _____

Please briefly describe your activity, including all pertinent details. Attach a drawing and/or separate piece of paper if more room is needed.

If the Activity involves public speakers, please provide their names, the subject of their talk, and attach a brief CV of each.

Please indicate if this event is open to AUB students only or AUB students and none-AUB students: _____

(None-AUB community guests require approval)

Please indicate the approximate number of none-AUB guests expected to attend: _____

Admission is: _____ Open by ticket, for LL _____

**For parties and Gala Dinners, a sample contract and an expense report must be submitted along with this request.*

Note: All invoices and receipts must be submitted within a period of two weeks after the event

