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

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.

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

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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
Some activities need a recommendation from the Environmental Health; Safety and Risk Management (EHSRM) Department. The EHSRM department staff will indicate the safest and most appropriate conditions for your activity.