*This form serves to let us know you and your event better so we know how we can help you. Ensure that you have reviewed the Event Proposal Guidelines prior to filling up this form. This form should be submitted at least* ***4 weeks before the date of the proposed event*** *to* ***events@studentgov.sutd.edu.sg*** *and* ***cc your cluster rep****s (if any). Feel free to e-mail us if you have any queries!*

\* denotes compulsory fields

**A. PROJECT DIRECTOR PARTICULARS\***

*The project director will be the main point of contact for SG Events and Office of Student Life.*

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Organisation |  |
| Student ID |  | Contact No. |  |
| Email |  | | |

**B. EVENT DETAILS\***

|  |  |
| --- | --- |
| Event Name |  |
| Event Objective |  |
| Event Overview  [Two line description of the event for Calendar] |  |
| Target Audience |  |
| Expected Turnout |  |

**C. PROGRAMME SCHEDULE\***

*Please include all the necessary details about each activity and other necessary details such as wet weather plan. The project director will be in-charge of ensuring the plan is followed.*

**PRE EVENT:**

*Include details regarding your pre-event set up.*

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Time | Activity & Description | Venue |
|  |  |  |  |

**EVENT:**

*Include details regarding your event and description of each activity.*

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Time | Activity & Description | Venue |
|  |  |  |  |

**POST EVENT:**

*Include details regarding your post event clean up, management of resources and waste and excess food.*

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Time | Activity & Description | Venue |
|  |  |  |  |
| **CLEAN UP PLAN** | | | |
|  |  |  |  |

**D. PROJECT FINANCES\***

**D.1 BUDGET**

*Please indicate the sources of funding for your event.*

|  |  |
| --- | --- |
| **Source** | **Amount ($S)** |
| **A. Existing Funds** |  |
| Club Income Fund |  |
| OSL Seed Fund |  |
| Donation |  |
| **B. Estimated Funds Raised from This Event** |  |
| Revenue from Sales of Goods & Service  *^Please complete table D.1.1* |  |
| Donation or Sponsorship |  |
| **Total Source of Funds** |  |

**^ Table D.1.1 : Revenue Breakdown**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item / Good / Services** | **Price ($S)** | **Quantity** | **Amount (S$)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total Revenue** | | |  |

**D.2. EXPENDITURE**

*Please list the items you wish to purchase once your event has been approved.*

|  |  |  |
| --- | --- | --- |
| **Item** | **Reason for purchase** | **Amount (S$)** |
|  |  |  |
|  |  |  |
|  |  |  |
| **Total Expenditure** | |  |

**E. PERSONAL DATA PROTECTION DECLARATION \***

Personal data refers to data, whether true or not, about an individual who can be identified from that data; or from that data and other information to which SUTD has or is likely to have access. These include:

1. Unique identifiers: NRIC Numbers, passport numbers, student IDs.
2. Any set of data (e.g. name, age, address, telephone number, occupation, etc), which when taken together would be able to identify the individual.
3. Image of an identifiable individual (whether in photographs or videos).

* Are you collecting personal data? Please tick accordingly.
* Yes. Please complete the Microsoft Form: <https://forms.office.com/r/RzNvq976m9>.
* No
* By submitting this form, the project director agrees to abide by the personal data protection clauses as stated below.

1. All the personal data processed\*\* for the event are for the purposes of communications and facilitating participation in the event. The information shall not be released to any other 3rd party or person (i.e sponsors/donors) other than the organizing committee and relevant persons facilitating the event, without prior approval from OSL. The information collated cannot be used for any other purpose other than for the event itself and will be disposed appropriately upon the completion of event.
2. The personal information collected will be deleted one month after the event, or at the date as per declaration to OSL.
3. The above obligations will be communicated to the participants in the consent clause, prior to or at the point of data collection (i.e. the prescribed clause as reflected on the Microsoft Form).
4. Data platforms used for the collection of the data would be kept secure, private and accessible to only authorized persons.
5. The event team will not collect any excessive personal data from the participants other than ones necessary for the event.
6. Under no circumstances, the collected personal data is to be transferred overseas to any external parties abroad unless clearance is first sought from OSL.

*\*\*The Personal Data Protection Act (PDPA) defines ‘processing’ as ‘the carrying out of any operation or set of operations in relation to the personal data, and it includes recording, holding and transmission’ (non-exhaustive list of operations which forms part of collection, use or disclosure).*

**F. ORGANISING COMMITTEE MEMBERS\***

|  |  |  |
| --- | --- | --- |
| Name | Student ID | Position |
|  |  |  |

**G. RISK ASSESSMENT\***

1. Please complete **Annex A Integrated Form for Risk Assessment on Work Activities** for **physical/physiological risks** e.g. sports/trauma injuries, trip/fall hazards, poor lighting, dangerous/faulty equipment, stampede/crushing risks, hearing damage, fatigue, food poisoning, infectious diseases etc. and submit together with this Event Proposal Form.
2. Please also complete the following table for all other types of risks. Where no risk has been identified for any category listed below, indicate a “NIL” in the column under Potential Hazard for that risk category.

*Please list any potential hazards and management strategies.*

| **Areas for Safety Consideration** | **Potential Hazard**  *What could go wrong?*  *List in point form* | **Measures to Address Hazard** *What is your plan to prevent it from happening, or to reduce the potential damage?*  *List in point form* | **Person-in-charge**  Who will implement the plan?  List in point form |
| --- | --- | --- | --- |
| **Social/Emotional**  e.g. hazing, bullying, emotional or physical harassment, sexual harassment, insensitive jokes, disrespecting other cultures, races or religions |  |  |  |
| **Political Agenda**  e.g. the event will evoke or promote a political agenda that is sensitive to different groups in the community and society at large, and/or endanger harmonious relations between different groups in the community |  |  |  |
| **Environment**  e.g. fire, damage to facilities/venues, electricity trip, water/food wastage, excessive use of non-renewable resources, poor air quality etc. |  |  |  |
| **Reputational**  e.g. being viewed as public nuisance, disturbance of public peace , misrepresentation of SUTD, misleading marketing content, poor management of social media campaigns etc. |  |  |  |
| **Financial**  e.g. losses for events, incurring of legal/compensation fees, failure to collect payment owed to SUTD, unexpected travel/medical expenses etc. |  |  |  |
| **Legal**  e.g. being sued for personal data leaks, infringement of copyrights, any illegal or unlawful actions, negligence resulting in injuries/damages/losses etc. |  |  |  |
| **List all Other Risks not listed in this table and not already identified in Annex A.**  This may include potential infringements of any University policies, core values and applicable regulations governing the organization and execution of an event. |  |  |  |