

APPLICATION SUPPORT STUDENT EVENT

Application submitted on:

Submit at least 5 days before the activity!

General Contact Details of the Responsible Student

First name

Last name

Mobile phone:

Email:

Study program:

Campus:

Association/Organization/Club: (if applicable)

Activity details

Activity name:

Date:

Location:

Start & end time: from to

Setup & cleanup time: from to

Estimated number of participants:

Type of activity (check what applies):

- | | |
|---|------------------------------------|
| ☐ Lecture | ☐ Concert |
| ☐ Workshop | ☐ Reception |
| ☐ Sports activity | ☐ Party |
| ☐ Cultural activity | ☐ Meeting |
| ☐ Exhibition | ☐ Other: |

Brief description of the activity:

.....

.....

.....

.....

.....

.....

.....

.....

SUPPORT DETAILS:

[\[Click here for the subsidy regulations.\]](#)

Requested support (Total max. €200):

- ☐ Rental / purchase of materials (max. €100)
- ☐ Cost of external instructor, speaker, etc. (max. €100)
- ☐ Other: (only after consultation and approval by STUVO)

.....

.....

.....

Please provide more details below regarding the requested financial support.

Add an estimate of costs and any potential income in the table below for clarification.

Estimated cost / Quote (you may attach this as an appendix)	Description of cost

Please note: this document does not entitle you to reimbursement!

To receive actual reimbursement, you must submit the “feedback and reimbursement form” + supporting documents to STUVO after the activity or event!

LOCATION: Where do you want to organise the activity?

*Food and drinks are only allowed in the rooms in **BOLD***

- ☐ Kleine aula/Small auditorium 0105 --> tables can't be moved
- ☐ 2215 Polyvalente --> tables can't be moved
- ☐ **Foyer (reception) 2112 /6112**
- ☐ **Large breakroom 1119**
- ☐ **Terrace breakroom 1119**
- ☐ Classroom
- ☐ **Belcampus restaurant**
(until 18h00)
- ☐ Entrance Hermes / Serclaes
- ☐ Cinema room 6303 (Hermes3) **NO DRINKS/SNACKS**
- ☐ Videoconference 6306
- ☐ Not op de campus

Reception material:

- ☐ Fridge
- ☐ High reception tables
- ☐ Walls on wheels
- ☐ Sandwich board at the entrance of the campus
- ☐ TV screen on wheels (not a TV on the wall or a beamer)

You can book AV equipment for free through <https://www.chegroom.com>

Pick-up at the reception of the library (Serclaes block C)

Need support for ICT (beamer connection/request microphones/...)?

Make a ticket for this **enough in advance** through:

[Odisee Service Desk ITSM](#) | [Odisee Help Center](#)

Underground car park 't Serclaes

(Only for loading/unloading equipment + guest speakers)

Car park for: (name)

Number plate:

Hour arrival & departure (max 21h00): &

PROMOTION:

Odisee online kalender: <https://www.odisee.be/registreer-je-event>

Posters A3 Vertical:

Logos Odisee / KU Leuven campus Brussel **MUST** be on the poster.

- ⇒ STUVO prints 10 A3 (portrait) posters for FREE and hangs these on the notice boards in the student restaurant and the Erasmus lounge. **You aren't allowed to hang up posters on campus yourself.**

Flyers A6 (4 A6 flyers on 1 A4 sheet)

Logos Odisee / KU Leuven campus Brussel **MUST** be on the flyers.

- ⇒ STUVO print 20 A4 (portrait) flyers for FREE. You still need to cut these yourself.

After handing out flyers on campus, make sure that all the thrown out flyers on the whole campus are cleaned up!

Social media => Tagging on Instagram = @odiseecampusbrussel @febkuLeuven @io_feb