

Application support student event

Application submitted on:

Contact details of the person(s) responsible

Name student(s)

Address:

Mobile phone:

E-mail:

Study programme:

Campus:

Student organisation: (when applicable)

IBAN account number:

Details student event

Date:

Time: from until

Location:

No. of participants:

Type of activity (indicate what is applicable):

- | | |
|---|---------------------------------|
| <input type="radio"/> Lecture | <input type="radio"/> Concert |
| <input type="radio"/> Workshop | <input type="radio"/> Reception |
| <input type="radio"/> Sports activity | <input type="radio"/> Party |
| <input type="radio"/> Cultural activity | <input type="radio"/> Meeting |
| <input type="radio"/> Expo | <input type="radio"/> Other |

Brief description:

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Application support student event

DETAILS SUPPORT:

A. Application financial support STUVO+

- Rental equipment (e.g. sports equipment, audio visual equipment,...) (max. €75)
- Costs external lecturer, speaker,... (max. €75)
- Printed promo materials (except for parties and galas) (max. €50)
- Transportation costs for small equipment for the activity (e.g. van rental) (max. €50)
- Other:
(only after consultation and approval STUVO+)

Provide more information regarding the requested support below.

Attach for clarification: cost details, a quotation, estimation of costs and revenues,....

Amount(s) / Budget estimation	Description cost(s)	No. documents in attachment (e.g. price quotation)

Decision financial support STUVO+		Date:
Total: €		
Motivation when decision is negative:		
Name + signature	Name + signature	
Staff member STUVO+	Budget manager STUVO+	

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B. Logistic request or support campus Brussels

LOCATION

Where do you want the activity to take place?

- Serclaes
- Hermes 1
- Hermes 2
- Hermes 3
- Het Clubke - student bar
- De Minéén - student restaurant
- Cinema room 6303
- Outside:
(specific place such as the Terrace next to breakroom 1119 or on the sidewalk in front of Serclaes building)
- Classroom number:

MATERIAL / EQUIPMENT

Which kind of equipment do you need?

AVM = <https://confluence.odisee.be/pages/viewpage.action?pageId=2852357>

If you want to borrow material from the list above (link), you must follow the steps listed there. Reservations are required.

STUVO+ & Facility management:

- Tables:
- Chairs:
- Garbage bags:
- Garbage bag holders:
- Pin board:
- Audio speakers + tripod (max 2):
- Microphone:
- Microphone tripod:
- Parking spot for: (name)
+ license plate:
- Number of sockets required:
Needed for:
- Access to water supply: Yes / No
Needed for:

Will you bring your own materials or equipment? If so, what?

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Application support student event

MUSIC

Will music be played? If so, how and by whom?

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When will there be music? (from – until)

CATERING

Will food and / or drinks be sold / distributed?

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If so what? (if alcohol is offered, the non-alcoholic offer must be equivalent.)

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PROMO

- What is the target group of your activity?
- How many students do you think will attend the event?
- Provide copy poster or other promotional material (including Odisee / KU Leuven campus Brussels / STUVO + logos)
- Link to FB event (still in private mode until there is approval from STUVO + for your activity)