

**THE HONG KONG UNIVERSITY OF SCIENCE AND TECHNOLOGY**  
**Shaw Auditorium Unit**

Event Booking Proposal

**(A) Applicant Information**

Organizer : \_\_\_\_\_  
Contact Person : \_\_\_\_\_  
Contact no. : \_\_\_\_\_  
Contact Email : \_\_\_\_\_

**(B) Event Information**

1. Event Title	:	
2. Co-organizer/ Partner	:	
3. Proposed Date	:	
4. Proposed Time	:	
5. Proposed Venue	:	
6. Event Type	:	
7. Type of Participants	:	
8. Expected no. of Audience	:	

**(C) Event Content (Please use no more than 1,000 words)**

Event Summary and the Expected Outcome (i.e. concept, synopsis, content, preparation, implementation timeline, etc.) Please use a separate sheet if necessary.

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**(D) To be signed by the Applicant**

_____	_____	_____
Signature of Applicant	Name of Applicant	Date

**(E) To be signed by the Head of Unit/ DSTO\***

\* All student societies, groups and organizations shall submit an event proposal to the Dean of Students' Office (DSTO) by email: [ssa@ust.hk](mailto:ssa@ust.hk) and acquire a confirmation acknowledgment in organizing the proposed event at HKUST.

I have read through the details above and am supportive of this proposal.

_____	_____	_____
Signature Head of Unit	Name Head of Unit	Date

~ End ~