FINAL INTERNATIONAL UNIVERSITY

RECTORATE COORDINATOR'S EVENT REQUEST FORM

Requested by: **Date:.....**

Name:.....

Society / Club / Faculty / Unit 's Name:.....

Contact Number :..... Signature:.....

Event Information:

Name:.....

Name (in Turkish):.....

Date:..... Time:.....

Location:.....

Content:.....

Approval Date:.....

Speaker(s):

Title/Name	Affiliation	Country
1.		
2.		
3.		
4.		

List of Items requested for the event:

- ☐ Desktop
- ☐ Laptop
- ☐ Projector
- ☐ Sound System
- ☐ Microphone
- ☐ Photography
- ☐ Camera
- ☐ News
- ☐ Lectern
- ☐ Water for Speakers
- ☐ Guidance Signs
- ☐ Panel Seating Arrengment*
  *If yes, the number .....
- ☐ Protocol Tables
- ☐ Pointer
- ☐ Thank You Certificate (Content must be specified)
- ☐ Plaque (Content must be specified)
- ☐ Poster (Content must be specified)
- ☐ Flower

Other:.....
.....

Note: Request form must be submitted at least **7 days** before the event date. Only the items specified in this form are considered approved and must be used for the allocated purpose.

RECTORATE APPROVAL	GENERAL SECRETARIAT APPROVAL