



## RECTORATE SOCIAL AND CULTURAL ACTIVITIES COORDINATOR 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:.....

Target audience:.....

### **Speaker(s):**

	<b>Title/Name</b>	<b>Affiliation</b>	<b>Country</b>
1.			
2.			
3.			
4.			
5			

### **List of Items requested for the event:**

- |                                       |  |   |
|---------------------------------------|--|---|
| <input type="checkbox"/> Desktop      | <input type="checkbox"/> Lectern   | <input type="checkbox"/> Thank You Certificate<br>(Content must be specified) |
| <input type="checkbox"/> Laptop       | <input type="checkbox"/> Water for Speakers                                      | <input type="checkbox"/> Plaque<br>(Content must be specified)                |
| <input type="checkbox"/> Projector    | <input type="checkbox"/> Guidance Signs  | <input type="checkbox"/> Poster<br>(Content must be specified)                |
| <input type="checkbox"/> Sound System | <input type="checkbox"/> Panel Seating Arrangement*<br>*If yes, the number ..... | <input type="checkbox"/> Flower   |
| <input type="checkbox"/> Microphone   | <input type="checkbox"/> Protocol Tables   |   |
| <input type="checkbox"/> Photography  | <input type="checkbox"/> Pointer   |   |
| <input type="checkbox"/> Camera       |  |   |
| <input type="checkbox"/> News         |  |   |

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.

Approval Date: .....

..... Relevant Units Approval	Sen. Inst. S. Shahab Miri Rectorate Social and Cultural Activities Coordinator
Asst. Prof. Dr. Bülent Taşel General Secretary	Prof. Dr. Hüseyin Yaratın Rector