|  |  |
| --- | --- |
|  |  **REPUBLIC OF TÜRKİYE**  **GEBZE TECHNICAL UNIVERSITY** **Directorate of Health, Culture and Sports** **Event Form for Student Societies (External Events)**  |
| **Name of the Society Organizing the Event** |  |
| **Event Name** |  |
| **Event Venue** |  |
| **Event Start-End Date/Time** |  |
| **Event Topic, Purpose and Content:** |
|  |  |  |

|  |  |
| --- | --- |
| **Entry No** | **MATERIALS REQUESTED (Specifications)** |
| **1** |  | **5** |  |
| **2** |  | **6** |  |
| **3** |  | **7** |  |
| **4** |  | **8** |  |

|  |
| --- |
| **SERVICES NEEDED TO CARRY OUT THE EVENT**  |
| **Vehicle Request: Yes: ( ) No: ( )** | **Type of Vehicle:** |
| **Route:** | **Vehicle Official’s Approval:**  |

|  |
| --- |
| **ROUTE AND PARTICIPANTS** |
| **Destination** |  | **Number of Participants:**  |  |

|  |  |
| --- | --- |
| **Student Society President****Full Name:****Signature:** | **Student Society Academic Advisor****Full Name:****Signature:** |

**PLEASE NOTE:**

**\*** In case of a vehicle request, this form needs to be submitted along with the **form no. FR-0452 attached as an ANNEX**, including the list of participating students and the academic that is responsible.

\*\* All events to be held need to be notified **15 days prior to the event date** under the Student Society Establishment and Operation Directive **(YÖ-0024)**.

\*\*\* Under the Student Society Establishment and Operation Directive **(YÖ-0024)**, the Satisfaction Survey **(FR-0007)** and the Participant Form **(FR-452)** for the events held need to be submitted to the Committee **within 5 (five) business days**. The society’s event whose Satisfaction Survey and Participant Form have not been submitted following the event will be deemed invalid.