

# Event Permission Request Document

Event Title:

Requested By (Organization/Individual):

Contact Person:

Contact Number:

Email:

Date Requested:

Event Date:

Event Time:

e.g. 10:00 AM - 4:00 PM

Event Duration:

e.g. 6 hours

Venue or Location:

Expected Number of Participants:

Detailed Description of the Event:

Purpose/Objective of the Event:

List of Activities to be Conducted:

Special Requirements (if any):

Additional Notes:

### **Authorization & Declaration**

I hereby declare that the information provided above is true and correct to the best of my knowledge. I agree to abide by the rules and regulations set by the management for event organization.

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Signature of Requester

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Date

### **For Office Use Only**

Reviewed By:

Approval Status:

Date:

Remarks: