**PART A – EVENT/PROJECT KEY INFORMATION**

|  |  |
| --- | --- |
| Event/Project Title: |  |

|  |  |
| --- | --- |
| Project Team Leader & Student Number: |  |

Project Team Members, Student Numbers and Key Roles:

|  |  |  |
| --- | --- | --- |
| Name | Student Number | Role |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

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**PART B – EVENT/PROJECT DETAILS**

|  |  |
| --- | --- |
| Event Objectives:  (not less than 50 words) |  |

|  |  |
| --- | --- |
| Nature/Type of Event: |  |

|  |  |
| --- | --- |
| Target Type of Participants: |  |

|  |  |
| --- | --- |
| Target Number of Participants: |  |

|  |  |
| --- | --- |
| Date & Time of Event: |  |

|  |  |
| --- | --- |
| Event Venue: |  |

|  |  |
| --- | --- |
| Programme Itinerary: |  |

|  |  |
| --- | --- |
| Other Information about the Project: |  |

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**PART C – PROJECT PLAN**

|  |  |
| --- | --- |
| Resources Requirement:  (e.g. equipment, furniture, etc) |  |

|  |  |
| --- | --- |
| Budget Plan:  (state clearly the expenditure that will be incurred) |  |

|  |  |
| --- | --- |
| Project Timeline:  (state clearly the key milestones, and when they should be completed) |  |

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**PART D – SUPPLEMENTARY INFORMATION**

|  |  |
| --- | --- |
| Supplementary Information:  (you may include anything that you feel will be useful for a better understanding of the project) |  |