Office of Student Affairs
Activity Planning Form

The information below lists things you’ll need to do prepare for your activity. Kindly, read the entire form carefully before you start filling it out. Completing the application form properly and providing all necessary details is crucial in ensuring the success of your proposed activity.

Student Information:
Student Organization: ________________________________________________
President: _________________________________________________________
President ID: _______________________________________________________
Organizer in charge: _________________________________________________
Organizer ID: _______________________________________________________
Contact Number: ____________________________________________________
Event title: Location: ________________________________________________
Date: Time: _________________________________________________________
Adviser approval: __________________________________________________
Expected number of audience: ________________________________
Program & Budget: ___________________________ attached
Admission by:
• UST ID only  Invitation  Invite list

This Form is to be filled and sent to this email: studentaffairs@zewailcity.edu.eg
a week prior to the event.