



EVENT PROGRAM REQUISITION FORM



VENTURES

1. All section need to be fill in.
2. This form need to submitted to Marketing department at least 2 weeks before the events date.

A. TYPES OF PROGRAM

Exhibition	<input type="checkbox"/>	Counter Program	<input type="checkbox"/>
Investment Talk	<input type="checkbox"/>	Others	<input type="text"/>
<i>(Detail)</i>			
Program Name	<input type="text"/>		
Date	<input type="text"/>	Number of Days	<input type="text"/>
Venue	<input type="text"/>	Number of Booth Request	<input type="text"/>
		Preferred Booth Location	<input type="text"/>
Total Booth Cost	<input type="text"/>		

B. ORGANISER INFO

Organiser Name	<input type="text"/>		
Person In Charge	<input type="text"/>	Contact No	<input type="text"/>
Designation	<input type="text"/>	Email	<input type="text"/>

C. PLANNED

Number of IS Involved	<input type="text"/>	Target Leads	<input type="text"/>
Target Sales (Unit Interest)	<input type="text"/>		
<u>Material Request:-</u>			
Bunting (English Version)	<input type="text"/>	Bunting (Mandarin Version)	<input type="text"/>
Backdrop	<input type="text"/>	Flyers	<input type="text"/>
Brochure (English Version)	<input type="text"/>	Brochure (Mandarin Version)	<input type="text"/>
Prospectus	<input type="text"/>	Survey Form	<input type="text"/>
Woven Bag	<input type="text"/>	Plastic Bag	<input type="text"/>
Table	<input type="text"/>	Chair	<input type="text"/>
Carpet	<input type="text"/>	Mineral Water	<input type="text"/>
Credit Card Terminal	<input type="text"/>	TV	<input type="text"/>
Laptop	<input type="text"/>	Management Agreement	<input type="text"/>
Printer	<input type="text"/>		

Others : *(please state below)*

D. STRATEGY

Organiser Planned A&P

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Additional A&P Request:-

Newspaper Advertisement

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Newspaper Insertion

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Banner

Exhibition Directory

Others (Please State) :

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E. ADDITIONAL REQUEST

Please state if there is additional supporting request

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Request by:-

Recommend by:-

Name :

Name :

Date:

Date:

For Office Use Only:

Types of Program :

1	2	3
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Previous Participation

Yes	No	
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Marketing Cost

RM

Material Allocation

1	2	
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Additional Comments

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Organiser Info:

1	2	3
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If Yes, post mortem report

1	2	3
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Unit Target

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Verification By

Date

Event & Marketing Manager Comment:-

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Recommended By

Date

Management Review

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Approved

Not Approved

Review By

Date
