

**EVENT
GUIDELINE &
PROCESS FLOW
REV.1.0**

12 OCTOBER 2022



EVENT GUIDELINES

Venue Booking

Booking Confirmation

Form submission

Timeline

Summary

EVENT GUIDELINE



VENUE BOOKING

- Event Department
- Scheduling, Finance & Timetabling (SFTT)
- Other relevant department (Sports Unit, Faculty)



BOOKING CONFIRMATION

From venue owner



RELEVANT FORM SUBMISSION

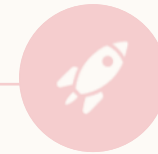
(7 WORKING DAYS PRIOR TO THE EVENT DATE)

- Event Support Request form
- Permit to Work(PTW) (if applicable)
- Working at Height Permit (if applicable)
- House rule



PROCESSING

- Safety Briefing



APPROVAL

Approval from respective department (Event, EHS, Security, FM)

PROCESS FLOW

VENUE BOOKING

EVENT DEPT
Weekdays : LT12 only
Weekends : LT1, LT2, LT3, LT6,
LT7, LT8, LT10, LTT11, LT12,
LT13, LT17, LT18, LT20

SFTT DEPT
Weekdays : All LTs except LT12
Weekdays : LT4, LT5, LT9,
LT14, LT15, LT19

BOOKING CONFIRMATION

Venue owner confirmed the booking, organizer to attach with form submission

FORM SUBMISSION (7 WORKING DAYS PRIOR TO THE EVENT DATE)

- 1) Event Support Request form/Google form
 - Floor plan
 - Equipment list (for items other than laptops)
- 2) PTW
 - Completed event details, company stamp, TU Sponsor details & signature
 - Method work statement, dimension, photo, method of installation

PROCESSING

Event Dept to process and to get approval from respective department

- i) EHS
- ii) FM
- iii) Security

APPROVAL

Approval email will be sent out by Event Department.

THANK YOU

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