

Activity Requisition Form

活动申请表格

Applicant's Name

申请者姓名：

Contact No.

联络号码：

Area

活动区域：

Area

活动区域：

Local Leader Responsible 1

当地活动负责领袖：

Contact No

当地活动负责领袖：

Local Leader Responsible 2

当地活动负责领袖：

Contact No

当地活动负责领袖：

Requisition Details 申请资料

Date

活动日期：(i) Preferred -

(ii) Secondary -

(iii) Tertiary -

Time

时间：

Language

语言：

Type of Activity

活动性质：

Proposed Venue

建议地点：

Estimated Attendance

人数估计：

Speaker

建议讲师：

(Acknowledge by :)

(Date:)

Additional Request 特别要求

☐ Ticker 入场卷

☐ Leaflet 传单

☐ Training Material 培训资料

☐ Other 其他

Quantity

数量：

Quantity

数量：

Committed Attendance (If Subsidies Requested)

人数保证 (如申请或批准)：

This requisition will be confirmed in 14 days before the date of the activity upon the management's approval.

Therefore, only the requisition submits before 15th every month will be considered.

Applicant's Signature 申请者签名

Date 日期

For Office Use

Received by

Date :

Verified by

Date :

Approved by

Date :

* Approved : YES / NO

* Reason :

* Requirement :