



Student Media Office

ACTIVITY APPROVAL CHECKLIST

Instruction: For activities approved before the start of the academic year, please submit the following activity requirements a month before the activity. For proposed additional activities, please submit the same set of activity requirements, plus a Project Proposal, six weeks before the activity.

For Off-campus Activities	For Activities Within the Campus
<input type="checkbox"/> Project Proposal (for new activities)*	<input type="checkbox"/> Project Proposal (for new activities)*
<input type="checkbox"/> Activity Design / Program*	<input type="checkbox"/> Activity Design / Program*
<input type="checkbox"/> Vicinity map of the venue**	<input type="checkbox"/> Approved Venue Reservation form
<input type="checkbox"/> List of organizers, participants, resource persons	<input type="checkbox"/> Approved entry permit for visitors (if needed)
<input type="checkbox"/> Waiver forms***	<input type="checkbox"/> Approved gate pass for equipment (if needed)
<input type="checkbox"/> Quotation from each supplier	<input type="checkbox"/> StratCom Media Coverage form (if needed)
<input type="checkbox"/> Sample official receipt from each supplier	<input type="checkbox"/> Sample official receipt from each supplier
<input type="checkbox"/> Full name of check payee****	<input type="checkbox"/> Signed MOA with partner institutions
<input type="checkbox"/> Filled out Faculty Companion Conforme	<input type="checkbox"/> Signed Food Permit
<input type="checkbox"/> Others: _____	<input type="checkbox"/> Others: _____

- * The prescribed form should be filled out completely.
- ** Venue should have the approval of the Director. Travel period should not exceed two hours if coming from DLSU.
- *** Waivers should be signed by parents or guardians. All waivers should be submitted two days before the activity.
- **** Checks and cash advances should be prepared a month before the activity. Always keep in mind the inclusion of a withholding tax.
- ***** To be accomplished if food to be ordered outside is good for more then 10 persons. Signed by the three concessionaires.

For inquiries, please get in touch with the project head through the following contact details:

Mobile Phone Number:

Email Address:

Others:

Date Submitted:

Respectfully yours,

Project Head

Signature over printed name / Date

Noted by:

SMO Director / Coordinator

Signature over printed name / Date