

A. CHECKLIST FOR PROPOSAL

BUDGET: ☐ SAT ☐ NO BUDGET
☐ CAT ☐ SPONSORSHIP
☐ SMT ☐ OTHERS _____ (state)
TRANSPORTATION: ☐ YES ☐ NO

Name of Programme :

Organiser :

Advisor :

Please ensure that all the items in the checklist below are completed. Attach any relevant documents with the Programme Proposal Form (PPF). Please (v) in the column provided.

Level	Item	Applicant	Remarks by OSDCE
Invitational	Date submitted are NOT less than 9 days before the programme	Yes/ No	
University/Club	Date submitted are NOT less than 21 days before the programme	Yes/ No	
National	Date submitted are NOT less than 3 months before the programme	Yes/ No	
International	Date submitted are NOT less than 6 months before the programme	Yes/ No	
Sponsorship	Date submitted are NOT less than 3 months before the programme	Yes/ No	

No.	Item	Applicant	Remarks by OSDCE
1	Completed PPF Form - Signed by Advisor and Stamp (Please state down the name, staff no. & email if the advisor does not have a stamp)		
2	Proposal (Pages are printed on BOTH sides, ensure to include programme manager & advisor's email)		
3	Internal Collaboration Form / Joint Programme Form (If external)		
4	Approval of Credited Programme Form Signed by HOD (For Course-Based Program only EXCEPT COCU)		
5	Curriculum Vitae of Speaker / Moderator / Trainer (If any) *must verified by the Advisor		
6	Sponsorship Draft Letter to Deputy Dean SDCE (If any)		
7	List of potential Vendor (If activities involving business activities)		
8	At least 3 quotations for any purchasing/ booking		
9	Transportation form (If any) - <i>subjects to availability</i>		
10	Draft Noticement letter to OseM (If any)		
11	Scripts, Song Lists, or dance movements reviewed and verified by Murabbi		

Note: This checklist needs to be submitted together with PPF

Prepared by, (Secretary) Name: Matric No:	Checked by, (Programme Manager) Name: Matric No: *All information given are true	Received by Officer on duty, Name: Date:
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