



Policy ref: VF.005.0  
May 2006

**EVENT NOTIFICATION FORM**

RMIT International University Vietnam  
702 Nguyen Van Linh Boulevard, Tan Phong Ward,  
District 7, Ho Chi Minh City  
TEL: 08 3776 1300  
NO:.....  
REF

**EVENT NOTIFICATION FORM**

- TO: PROPERTY SERVICES**
- TO: IT SERVICES**
- TO: SPORTS AND RECREATION**
- TO: LONG HAI SECURITY SERVICES**

Name of Event:

Date of Event:

Time of Event:

Place of the event:

Organising Department:

Contact person:

Tel:

Number of guests:

Vehicles Entering Campus:

Facilities required:

Special Requirements:

Equipment required:

No	Item description	Quantity	Ready by:		Comment
			Time	Date	
	Tables				
	Skirts for tables				
	Chairs				
	PA system				
	Micro (wireless or wire)				
	Cork Boards				
	Sign boards				
	Hanging banners				
	Power extensions				

Outside Contractor:

Outside equipment (if any)

Manager:.....

Date:.....