



Reference No.: _____

PROGRAMME REPORT FORM

(Please use additional attachment for detailed report)

1. Name of the Programme : _____
2. Organiser : _____
3. Date : _____ 4. Venue : _____
5. No. of Participants : IIUM Students : _____ Outsiders: _____

6. Accompanying Officer : _____

7. Budget spent : **RM** _____ Outside Sponsorship.: **RM** _____

8. VIP's attended :
(Please mention the session)

No.	Name of VIPS / Guests	Session
1.		
2.		
3.		

9. Achievements / observation :

10. Shortcomings :

11. Conclusion :

12. Suggestions :

13. Please attach the following documents:

- a) At least 3 pieces of pictures.
- b) Programme Schedule & Approval Letter.
- c) Organizing Committee (Name/ Post/ Matric no.)
- d) Lists of participants (Name/ Matric no.)
- e) Programme book, magazine, bulletin (if any)

PREPARED BY:

ENDORSED BY:

.....
Secretary of Programme
Contact No.:
Date:

.....
Programme Manager
Date:

.....
President of the Club
Date:

(FOR OFFICE USE)

DATA ENTRY IN "STAR SYSTEM" BY
(Name)

:

(Signature and stamp)

Date: