

Application for Event Organised at JCKL

To : The Secretary General
 THE JAPAN CLUB OF KUALA LUMPUR
 No.2 Jalan 1/86, Off Jalan Taman Seputeh, 58000 Kuala Lumpur.

*Please CRICLE the appropriate

Date of Application: _____

1	Applicant (In principle, organiser and applicant must be the same)	*Corporate / Individual / Associate / Family Member / Circle (Incl. Katorea) Name or (Name of Circle & Person in Charge): _____ Membership No: _____ Tel/Mobile No.: _____ Fax: _____ E-mail : _____ Signature: _____
2	Form of Operation	Organise / Co-Organise / Co-operate / Sponsor / Etc
3	Name of Event	
4	Date & Time of Event	Date: _____ Time: _____ ~ _____
5	Venue	1 st Hall / 2 nd Hall / Others (please specify _____) * Please check availability of venue, make reservation and rental payment at the Admin. Office
6	Estimated Number of Participants	#Must specify #Member: _____ persons (Performers: _____ person, Guests: _____ person) #Non-Member: _____ persons (Performers: _____ person, Guests: _____ person) Total: _____ persons 【Participation of Non-members】 • Approval of Sub-committee-in-charge, Admin. Committee Meeting or Committee Meeting is required except for the events that concerning medical, educational and welfare.
7	Fees	* None / RM _____/person {If fee is collected} • Collection shall be based on the actual cost and non-profit making. • Item 9 must be filled in. • Approval of Sub-committee in charge, Admin. Committee Meeting or Committee Meeting is required
8	Estimated Revenue & Expenditure	Fill in this column only when Items 7 is applicable
9	Others/ Remarks	
	For office use	1. Approval by Office : Approved / To be discussed with Committee-in-charge 2. Notification to relevant Committee : Completed (Committee-in-Charge: _____) 3. Approval by Sub-committee-in-charge : Required(Date: _____) / Report Approved/Not Approved (Sub-committee-in-Charge: _____) 4. Approval by Admin. Committee Meeting: Required(Date: _____) / Report Approved/Not Approved 5. Approval by Committee Meeting : Required(Date: _____) / Report Approved/Not Approved