

Electronic Reservation System (ESVP) Request Form

Name:

Department:

Email account:

Event Title:

Date of Event:

Invitation Sending Date:

Template Used: Regular AUC template Custom Designed template

*The complete kit (i.e. guest list database in excel sheet .CSV format, e-vite with ESVP button design, etc.) is required upon submission (a minimum of five working days before the invitation sending date).

Type of service required:

- Category A:** basic ESVP – consists of a single question regarding attendance with a single final report.
Fees: EGP 100
- Category B:** multiple-question ESVP with continuous follow-up with a day-by- day report of the invitation situation for a maximum of 7 working days.
Fees: EGP 500
- Category C:** customized ESVP and this applies to large-scale public events (more than 300 attendees), in addition to other needs such as unique tracking requirements and prolonged follow up periods.
Fees: EGP 1,000

SAP Reservation Number:

Department Head Approval:

Additional Comments:
