

# Venue Booking Flow Chart (for recognized student organizations)

## Shaw Auditorium (SAU)



1. Read SAU [Terms and Conditions of Use](#)
2. Use your society/group email to send the activity proposal to [ssa@ust.hk](mailto:ssa@ust.hk)
3. SSA Advisor will check the availability with SAU
4. If available, SSA advisor will send you the booking form for completion



- 5a. SSA Advisor may contact you for additional information
- 5b. SSA Advisor endorses your application for SAU's approval



6. If the booking is approved, you will receive a confirmation email from SAU.



- 7a. For cancellation/ change, email to [enquiriesau@ust.hk](mailto:enquiriesau@ust.hk) and [ssa@ust.hk](mailto:ssa@ust.hk).
- 7b. Technical meeting with SAU for venue set-up, costs would apply (e.g., technical support, set-up, ushers) .