Directions: This form must be completed AT LEAST two weeks prior to an event. Please write legibly and complete the entire form before submitting it.

Sponsoring Organization/Club: ___________________________ Today’s Date _____________
Student Coordinator: ___________________________ Cell Phone: _____________
E-mail: ___________________________ Other Phone: ___________________________
Title of Event: ___________________________ Date(s) Requested: _____________

Purpose of Event: □ Fundraiser □ Social □ Community Service □ Educational

Location(s) Requested: ___________________________ Alternative: ___________________________

Event Times: Setup: __:__ am/pm Start: __:__ am/pm End: __:__ am/pm Breakdown: __:__ am/pm

Expected Attendance: ______

Services Needed: □ Food □ A/V □ Facilities □ Raffle Tickets □ DJ

Details of Need: ____________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

Does this event require purchases or vendor services? Y/N
(If yes, please fill out the Club Expenditure Request Form and attach with this form AT LEAST two weeks prior to the event.)

Please describe your event in detail_____________________________________________

___________________________________________________________________________

___________________________________________________________________________

Club Representative Signature: __________________________________________________

Club Advisor’s Signature: ______________________________________________________

For Office Use Only: Event Registration Form Approved: Y / N
If no, further action needed: ___________________________________________________

Signed: ___________________________ Date: ___________________________

You will receive a copy of this form once required approvals have been made.
If you have any questions, please call x3053.