

Student Organization Activities Request Form

Instructions This completed form must be submitted to the Office of Student Life at least four (4) weeks prior to the date of the event. The Coordinator of Student Activities will meet with the planner(s) of the event to review details and gather additional information as is necessary. *No event will receive approval until the planners meet with the Coordinator of Student Activities.* All activities must be sponsored by a recognized campus group, organization, or office/department.

Activity Name _____ **Sponsoring Group** _____

Event is: On-Campus Off-Campus Complete reverse side Type of Activity _____

Student Lead _____ Phone/E-mail _____

Group Advisor _____ Phone/E-mail _____

Event Monitor _____ Phone/E-mail _____

If different from group's primary advisor. For off-campus events, list Chaperone. Must be a college employee.

Facility Requested _____ Date(s) & Time(s) _____

Estimated Attendance _____ Admission Fee (if any) _____

Will food be served? Yes No If yes, what? _____

Media Equipment Requested Sound System Microphones # _____ TV DVD Player VHS Player
 CD Player Projection Screen Projector MP3 Connector Other _____

Facilities Requests Tables # _____ Chairs # _____ Podiums # _____ Stage _____ Other _____

Special Services Requested Security Parking Food Service Performance Contracts Other _____

Signature of Lead Student Organizer

Date

Signature of Group Advisor

Date

Signature of Event Monitor/Chaperone (if designated)

Date

Signature of CSM Coordinator of Student Activities

Date

For Office of Student Life use only:

Submitted on _____ to _____ Facility Request confirmed on _____ by _____

Media Request confirmed on _____ by _____ Special services confirmed on _____ by _____

