

Student Organization Activities Request Form

Instructions This completed form must be submitted to the Center for Student Life and Leadership Development (CSLLD) at least four (4) weeks prior to the date of the event. The Student Life and Leadership Manager will review details of the event and gather additional information as is necessary. No event is approved until written confirmation is provided by the CSLLD. All activities must be sponsored by a recognized campus group, organization, or office/department.

Activity Name _____ **Sponsoring Group** _____

Please provide a brief description of the event.

Student Lead _____ **Phone/Email** _____

Group Advisor _____ **Phone/Email** _____

Event Monitor _____ **Phone/Email** _____

If different from group's primary advisor. Must be a college employee.

Facility Requested _____ **Date(s)** _____ **Start Time** _____ **End Time** _____

Estimated Attendance _____ **Admission Fee (if any)** _____

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

Will this event include amplified sound? Yes No **If yes, what?** _____

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

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

Special Services Security Parking Food Service Performance Contract Other _____

Signature of Lead Student Organizer

Date

Signature of Group Advisor

Date

Signature of Event Monitor/Chaperone (if designated)

Date

Signature of CSM Student Life and Leadership Manager

Date