

EVENT REQUEST FORM

Associated Students of Great Falls College Montana State University

All event submissions must be submitted to ASGFC MSU prior to the Executive Cabinet meetings. The event will be approved during the Executive Cabinet meeting. All events must have rooms scheduled before final approval can be given. ASGFC MSU will contact you upon receiving this approval. If you cannot fulfill your event obligation and must CANCEL, you must notify the Room Scheduler by e-mail at Distribution-Rooms@gfcmsu.edu and the Associated Students (771-4322) 72 hours (3 days) prior to the scheduled date of event.

Organization/Class Requesting Event:	
Event Description (include room needed, etc) :	
Number attending event:	
Date(s) of Event:	
Event Start Time (please include set-up time):	
Event Stop Time (please include tear-down time):	
Additional Event Information: (need table, chairs, outlet, special equipment, catering needs, table clothes, decorations, etc.)	
Other information:	
Organization Contact Person:	
Contact Person's Phone #:	
Contact Person's E-mail:	

Contact Person's Signature

Date

Organization's Advisor Signature

Date

FOR OFFICE USE ONLY

Received by: _____
Executive Officer Name Date

ACTION TAKEN: APPROVED DENIED MORE INFO NEEDED

Date Action Taken: _____
Executive Officer Signature Date

Rooms Scheduler Notified: _____
Executive Officer Name Date

Organization Notified: _____
Executive Officer Name Date