

GFC Registered Student Organization



RSO Event Request Form

This form is required to hold an organization-sponsored event. Events will only be approved for Registered Student Organizations with Student Senate representation. Please submit this form to the Assistant Director of Enrollment and Retention in the Office of Student Engagement 10 days (about 1 and a half weeks) prior to your event.

Registered Student Organization Name	
Proposed Event	
Event Date and Time	
Desired Location	
	*Room reservations must be secured with the campus event services at least one week prior to the event and submitted with this form. The event will not be approved without a secured event location.
Event Budget	
Purpose of Event	
Student Organization Contact Name	
Phone	
Email	

If the above-stated event is approved, the student organization named above must agree to the guidelines set forth in the Registered Student Organization Handbook and Great Falls College MSU Policies and Procedures.

***The Great Falls College event calendar is subject to change and select events may take priority over student organization activity.

Student Organization Spokesperson/Chair Signature	Date
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Faculty/Staff Advisor Signature	Date
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Manager of Student Engagement and Well-Being	Date
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Updated 9/25