

EVENT REQUEST FORM

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| 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

All event submissions must be submitted to the Office of Student Activities for preliminary approval at least 1 week prior to event. Once a preliminary approval has taken place, event location must be scheduled through the campus Events Coordinator, located in G2. (Please note, campus space is limited and not always available. Please start the Event Request Process ASAP). Once a location has been selected and scheduled, a final approval will be considered and possibly approved by the OSA. Please keep in mind total processing time could take up to 3 days or more. Start the process early to ensure your event is successful.

FOR OFFICE USE ONLY

Received by: _____
Office of Student Activities *Date*

EVENT COORDINATOR APPROVED: _____
Event Coordinator *Date*

ACTION TAKEN: **APPROVED** **DENIED** **MORE INFO NEEDED**

Final Approval: _____
Office of Student Activities *Date*