

Idaho State UNIVERSITY Idaho Falls

Event Registration Form

ISU-IF Involvement Center 208-282-7865
 1784 Science Center Drive, Idaho Falls, ID 83402
 Room 204 - Second Floor of the Bennion Student Union Building

Organization Information	Index Code: _____
Name of Organization: _____	

Contact Information

Student Contact—Student Responsible for Event:

Name: _____
 Email: _____
 Phone Number: (____) _____--_____

Advisor Contact—Advisor Responsible for Event:

Name: _____
 Email: _____
 Phone Number: (____) _____--_____

Final Signatures	
<input type="checkbox"/> Organization Advisor—First Required Signature	Date
<input type="checkbox"/> Scheduling Office (Bennion SUB)	Date
<input type="checkbox"/> Scheduling Office (CHE or TAB)	Date
<input type="checkbox"/>	Date
<input type="checkbox"/>	Date

Event Information

Name of Event: _____
 Type of Event (performer/meeting): _____
 Description of Event: _____

Event Date(s): _____
 Event Start Time: _____ End Time: _____
 Event Location: _____
 Alternative Event Location: _____
 Address (If off campus): _____

Will food be served at your event? Yes No
 Have you arranged catering with Chartwells? Yes No
 Do you need food tables? Yes No # of tables: _____
 Will you need Public Safety at your event? Yes No
 Ticket Selling Locations: _____
 Intended Audience: _____ Estimated Attendance #: _____
 Organization Members ISU Students UI Students
 Faculty Staff Public (explain): _____
 Is your event suitable for minors? Yes No
 If no, please explain: _____

Event Set-up/Audio-Visual Services

Set-up Type: Theatre Classroom Banquet U-Shape
 Other (explain): _____
 Will you require other AV Equipment or Services? Yes No
 LCD Projector Projection Screen Sound System
 Podium/Mic Laptop Computer Microphone(s) - # _____
 TV/VCR DVD Player Other: _____

To secure space for your event you must: fill out this form completely and acquire all needed signatures. Please provide a setup map whenever possible. Any changes to the event must be communicated to the scheduling office as soon as possible.