



Student Event Planning

All sections of this request must be completed and approved by Student Involvement and Leadership **at least two weeks before the date of the event.**

Sponsoring Organization(s): _____

Title of Program: _____

Program Description (be specific!): _____

Day and Date of Program: _____ Start and End Time: _____

Location/Facility: _____ Reserved? _____ Work Orders Submitted? _____

Student Contact: _____ Phone: _____ Email: _____

Advisor: _____ Department: _____ Extension: _____

Estimated Attendance: _____ Event is (circle one): *ALL CAMPUS INVITE ONLY*

- | | | |
|---|-----|----|
| Will there be guests from off-campus? | YES | NO |
| Will there be amplified sound or music? | YES | NO |
| Will cash be present at the event? | YES | NO |
| Is a contract required? | YES | NO |
| Will there be Alcohol served? | YES | NO |

Estimated Cost of Event: _____

Funding Sources and Amounts: _____

I understand that I am responsible for complying with all policies and regulations pertaining to student and event planning, as set forth in the Student Handbook, the Student Organization Handbook, and Student Involvement and Leadership. Failure to comply with these policies and regulations may result in the loss of club status. Student Involvement and Leadership reserves the right to require additional documents of safety measures as needed.

Student Contact Signature Date

Advisor Signature Date

Student Involvement and Leadership Representative Date

Approved: YES NO

Notes: