



Advisor Event Approval Form

All fields must be filled in order for events to be processed.

The Advisor that signs **MUST** be present for the duration of the listed event.

NOTE: Advisor Form must be in our office **within 48hrs** from the date entered in ASTRA

Organization	
Event Name	
Event Date	
Event Time	
Location	
Advisor Name	
Advisor Approval Signature	
Advisor Email	
Advisor Office Phone	

If you require a specific set up, please attach a diagram with the name of your organization, date, and time of event.