



# 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

<b>Organization</b>	
<b>Event Name</b>	
<b>Event Date</b>	
<b>Event Time</b>	
<b>Location</b>	
<b>Advisor Name</b>	
<b>Advisor Approval Signature</b>	
<b>Advisor Email</b>	
<b>Advisor Office Phone</b>	

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