

**College of Engineering, Forestry, and Natural Sciences
Large Event Approval Form for CEFNS Student Organizations**

This form must be completed and submitted to the dean's office at least 60 days prior to the first date of the sponsored event. If you plan to host more than 20 K-12 students or more than 35 total participants, this form is mandatory. Submissions that do not meet these deadlines will not be given approval and will result in student organizations not being able to represent CEFNS in any way. Should a meeting need to take place, a representative from the student organization and the faculty advisor may attend. Notification of the decision of the college will be emailed to the event's lead coordinator, club president, and club advisor within 10 days of receipt. If you have any questions about the process, please contact Graylynn Hudson, 928.523.5191.

Student Organization Name: _____

Student Organization Advisor Name: _____ **Email:** _____

Event Lead Coordinator Name: _____ **Email:** _____

Event Name: _____

Event Date(s): _____

1. What room(s) do you require for this event? (Please attach additional information if needed)

2. What help do you need from CEFNS faculty or staff? (Please attach additional information if needed)

*Your faculty advisor is your first contact in planning your event. The college faculty or staff may not be able to assist you in all of the ways in which you imagine. Ask early!

3. What external participants will be invited to this event? Provide an estimate of the number of participants, separating by each type - e.g. schoolchildren, employers, etc. (Please attach additional information if needed)**

**If your event involves hosting K-12 schoolchildren on the campus, your careful & timely event planning is crucial! This form as well as your agenda & timeline will be subject to greater scrutiny.

4. Attach your event agenda, i.e. what the day's events will be like for your participants and start & end time.

5. Attach your event planning timeline, i.e. by what date will you accomplish your set goals.

6. Attach budget AND list sources of funding (e.g. ASNAU), use budget from page 2 as a template if you wish.

Submitted by _____ Date: _____

FOR DEAN'S OFFICE ONLY

Received in the dean's office by _____ Date: _____

Approved by: _____ Date: _____

Agenda Attached Timeline Attached Budget Attached

Checklist & Event Planning Guide

This has been designed for you to start planning now. Use this as a resource & to help you fill out the approval form

WHO?

- Contact your faculty advisor
- Locate the appropriate contact person/people (e.g., Student Life, ASNAU, CEFNS Dean's Office)
- Estimate the number of attendees and the reason for your choice
- How will you get your entire student organization to get involved?

WHAT?

- Purpose/Mission of your event?
- Desired Outcomes?
- Draft an agenda for your event. How will you share it with your audience before your event?

WHEN?

- Date chosen for event & reason for your choice.
 - Checked for any scheduling conflicts on- and off-campus that may apply?

WHERE?

- What is your ideal event location*** chosen with these items in mind:
 - Room Capacity, Time, Cost, and available Facilities/Equipment

HOW?

- Transportation for your attendees
 - Including parking permits
- Publicity Materials?
- Advertising Avenues Considered?
- Printing and/or Copies?
- Food and/or Catering?
 - Does your plan meet NAU policy***?
- Participation Gifts, Prizes
- Other?

Event Budget Estimated Cost

Room	\$ _____
Equipment	\$ _____
Rentals	\$ _____
Food and/or catering	\$ _____
Printing and/or copies	\$ _____
Advertising	\$ _____
Transportation	\$ _____
Parking Permits	\$ _____
Miscellaneous	\$ _____
Other	\$ _____
Total	\$ _____

List Sources of Funding

	\$ _____	_____
Source	Amount	Confirmed Y/ N
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____

***Office of Student Life <523.5181> has walk-in hours to help you with room(s) & food decisions for your event. You can visit their office, University Union Room 105, on Monday-Thursday 1:30-4:30p.m., for their assistance.