

# Event Registration Form



This form is to be used to register all Student Life supported programs, activities and meetings. Worksheets must be submitted to the Office of Student Life, two (2) weeks in advance of the event. If you have any questions, please contact Robert Lane – [rlane2@spscc.edu](mailto:rlane2@spscc.edu) or 360-596-5217.

ORGANIZATION NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

REQUESTOR NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

REQUESTOR EMAIL: \_\_\_\_\_ ROLE:  Club Leader  Club Member  Advisor

CO SPONSOR ORGANIZATION NAME (if applicable) \_\_\_\_\_

EVENT TITLE: \_\_\_\_\_

*(As it should be listed in the campus calendar)*

ONE TIME EVENT  RECURRING EVENT  -- Please include all dates/times below

DATE(s): \_\_\_\_\_

TIME(s): \_\_\_\_\_

LOCATION \_\_\_\_\_ RESERVED BY ADVISOR  YES  NO

TIME ROOM NEEDED: (including set up/clean up): Start: \_\_\_\_\_ End: \_\_\_\_\_

**ACTIVITY DESCRIPTION:** *(Give a short description of your event/activity so we can put it on the campus calendar. Attach an additional sheet if needed)*

## LOGISTICS

Is this event open to non-students?  NO  YES

Estimated Budget: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

Cost to Student: \_\_\_\_\_ Cost to Non-Student: \_\_\_\_\_

### Purchases

Supplies or decorations -----	<input type="checkbox"/> NO	<input type="checkbox"/> YES -----	Attach Purchase Request Form
Food-----	<input type="checkbox"/> NO	<input type="checkbox"/> YES -----	Attach Food Request Form
Vendor/Performer-----	<input type="checkbox"/> NO	<input type="checkbox"/> YES -----	Attach Contract Worksheet

- Were you awarded S&A money to host this event? -----  NO  YES
- Will your event include tickets sales or cash handling?-----  NO  YES ----- Attach Cashbox Request Form
- Is your activity a fundraiser? -----  NO  YES ----- Attach Fundraiser Request Form
- Will your activity require chairs/tables/linens?-----  NO  YES
- Will your activity require audio/visual set up? -----  NO  YES
- Will an Advisor be present for your event?-----  NO  YES

How will your event be advertised? Provided free of charge through the Student Life front desk.

A Boards  Flyers  Table Tents  Digital Signage  Chalking  Social Media

## SIGNATURES

REQUESTOR SIGNATURE \_\_\_\_\_ Date: \_\_\_\_\_

ADVISOR NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_ Date: \_\_\_\_\_

STAFF NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_ Date: \_\_\_\_\_