



CLUB EVENT REQUEST FORM

This form is to be filled out and turned in to the Student Activities Coordinator at least two weeks in advance of the event date.

TODAY'S DATE: _____

EVENT NAME: _____

EVENT DATE: _____

EVENT TIME: Begins at _____ Ends at _____

CLUB NAME: _____

CLUB REPRESENTATIVE MAKING REQUEST: _____

CLUB REPRESENTATIVE'S EMAIL/PHONE #: _____

DESIRED LOCATION OF EVENT: _____

EVENT DESCRIPTION (please note costs, audience, and the objectives of this event):

SETUP/SPECIAL ARRANGMENTS:

of Tables: _____ # of Chairs: _____ Electricity: _____

Other: _____

Is this event a fundraiser? Y N

Will you be soliciting donations for this event? Y N

If yes, please refer to the Donations Form on the following page.