

CLUB EVENT REQUEST FORM

This form is to be filled out and turned in to the Campus Life and Leadership Coordinator by the end of each semester.

TODAY'S DATE: _____

EVENT NAME: _____

EVENT DATE: _____

EVENT TIME: Begin at _____ End 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):

SET UP/ SPECIAL ARRANGEMENTS:

of tables: _____ **# of chairs:** _____ **Electricity:** _____

Other: _____

Is this event a fundraiser? Y N

Will you be soliciting donations for this event? Y N

Soliciting donations refers to approaching community members, businesses, or organizations to donate goods, services, or money to support the event. The donation form is not required for the on campus collection of monetary donations (i.e. charging \$1.00 for brownies at a bake sale) or on campus donation drives (i.e. diaper drive to benefit community organization).

If you will be soliciting goods, services, or money from external stakeholders, please refer to the Donations Form on the following page.