Office of Student Life Program Registration Form

- This form must be submitted AT LEAST THREE WEEKS PRIOR to the proposed date of your event. Some exceptions may be considered based on the nature of the event.
- Any event requiring a contract, check requests, complex details should be made as far in advance as possible.
- Event registrations will NOT be accepted after December 1 for the fall semester.
- Event registrations will NOT be accepted after April 1 for the spring semester.

STUDENT ORGANIZATION: ____________________________________________________________

DATE SUBMITTED: _____________

CONTACT PERSON (who your advisor will follow up with regarding this event): ____________________________

CONTACT E-MAIL: ______________________ MOBILE PHONE: ____________________________

PROPOSED PROGRAM TIME: _______________ PROPOSED LOCATION ____________________________

DESCRIPTION OF PROGRAM AND HOW IT SUPPORTS YOUR GROUP’S MISSION:

WHAT TYPE OF EVENT IS THIS?
__ Social    __ Cultural    __ Educational    __ Promotional/Awareness    __ Religious/Spiritual
__ Community Service    __ General Interest Meeting    __ Recurring Meeting (weekly/bi-weekly/monthly etc.)

EVENT LOCATION:
__ On Campus (list 2 room/space preferences): 1) ______________________________________________

                                      2) ______________________________________________

__ Off Campus (address): ________________________________________________________________

EXPECTED ATTENDANCE: ____________________________

(Complete Back of Form)
AV/TECH SUPPORT (use of sound system, mics, computer, projection etc.)  __ YES  __ NO

ESM FACILITIES SUPPORT (Room/space set up in specific way, extra garbage)  __ YES  __ NO

WHAT ADDITIONAL RESOURCES AND SUPPLIES MIGHT YOU REQUIRE FOR THIS EVENT? (Decorations, volunteers, cash box, pens, markers, tape, scissors, tablecloth, etc.)

WILL FOOD BE SERVED AT THIS EVENT?  __ YES  __ NO

WILL THIS EVENT BE TICKETED?  __ YES (with fee)  __ YES (no fee – but to control capacity)  __ NO TICKETS

HOW WILL YOU PUBLICIZE THIS EVENT:
__ Facebook Invite  __UPBEAT!  __ Banner in SLC  __ Posters/Flyers  __ Tabling in SLC
__ Student Activities Website  __ Tabling in Lowry Hall  __ Chalk Sidewalk in front of SLC
__ Other: ____________________________________________

ANTICIPATED BUDGET:
(Breakdown of all anticipated expense – speaker fees, food, printing, transportation etc. & anticipated income – if ticketed):

Schedule a time with the Student Activities Advisor for Final Approval

MEETING DAY & TIME: ________________________________________________

Thank you for your Event Registration submission.
Please allow up to 3 business days for your advisor to review and contact for follow up.

OFFICE USE ONLY:
RECEIVED ON DATE: ___________________________ INITIALS: ___________________________