

Student Organization Event Registration Form

*This form should be returned to Katie Mosley (Smith 119) 3 weeks prior to the event.

Organization Name _____

Name of event: _____

Date of Event: ____/____/____ Time: ____:____ Desired Location: _____

If the event is outside, do you have a rain plan? YES NO Desired Rain Location: _____

Please provide a description of the event you wish to host:

Expected attendance #: _____ Is this event open to the entire campus? YES NO

Will food/drinks be provided? YES NO Will 1 or more outside vendors be used? YES NO

Set-up Information:

of tables: _____ # of chairs: _____ Do you need the sound system? YES NO

Please provide any additional set-up requests below:

Do you plan to make posters and/or signs advertising this event? YES NO

If yes, please submit a copy of your poster/sign to Katie Mosley (Smith Hall 119) at least 10 days prior to the posters being hung on campus. Posters and/or signs must be approved. Please see the Poster/Sign Policy.

Event Contact Person: _____
Name Phone

President Signature Date

Approval Signature Date