Approved	by:
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Event Form for Clubs and Organizations

NAME OF CLUB (please do not abbreviate):	
CLUB CONTACT(S):	
PHONE:	
E-MAIL:	
PROGRAM/EVENT TO BE PLANNED:	
DATE OF THE EVENT:	SECONDARY DATE:
EVENT TIME: SET UP TIME: GOAL/PURPOSE OF THE EVENT:	END Time:
ATTENDANCE GOAL: DESIRED VENUE:	
Programming needs for your event: [] Food —Will you be having food at your event? [] Sodovo (Sodovo is required to have first or	
[]Sodexo (Sodexo is required to have first op[] Outside vendor- Must receive office permis	ssion, along with Sodexo Permission
[] <u>Publicity</u> —How will you be advertising your event (p -Please explain below. If using flyers, an original must be	

[] Room set Up— Will you need a specific type of room arrangement for your event? Notes:
[]Rain Location – if event is outdoors Venue/ Rain Date: [] Public Safety —Will you need Public Safety for your event? [] There is a cost associated with utilizing a Public Safety Officer [] Parking Needs? Notes:
[] <u>Technical Support</u> —Will you need some type of media Services equipment during your event including microphones, a sound mixer, speakers, etc. ?There will be a cost associated with the SGA sound system. Notes:
[] <u>Tickets</u> —Will you be selling/giving out tickets for your event? Will tickets will be required for entry into the event? Notes:
[] <u>Contracts</u> —Are there any contracts that need to be reviewed / signed? If yes, book a Date & Time to look over contracts with Director of Student Activities?
[]Budget - Funding either from the club/organization or an outside source) has been secured?
Notes:
Club Advisor Signature:
Student's Signature:

* **Please note that failure to complete	Signature indicates you have completed this form and meet with a member of	d the tasks associated with this fo the SGA E-Board may result in car	rm. ncellation of your reservation and event.
Additional Event I	Notes:		