

Registered Student Organization On-Campus Event Form

Organization Name: _____

Contact Person: _____ Email: _____

X Number: _____ Phone Number: _____

 Type of Event: Fundraiser Speaker Activity Movie/Film Showing Other _____

Event Name: _____

Event Date(s): _____

Location (campus, building, room): _____

Time(s) (start/end): _____ Rain Date/ Location if applicable: _____

Anticipated Attendance: _____

Please Describe the Event or Fundraiser. **Items to include: purpose, general breakdown or agenda, where funds will be donated (if applicable), etc.**

If funds are to be donated, a W9 must be attached; organization must be a non-profit.

Event Needs *(check any that apply)*

<u>Item</u>	<u>Specifications</u>
<input type="checkbox"/> Stage	_____
<input type="checkbox"/> Tables & Chairs	_____
<input type="checkbox"/> Microphones/ Stands	_____
<input type="checkbox"/> Projector/ Screen	_____
<input type="checkbox"/> Food	<i>work with Student Life</i>
<input type="checkbox"/> Starting Cash	\$10 ___ \$5 ___ \$1 ___ \$0.25 ___ \$0.10 ___ \$0.05 ___
<input type="checkbox"/> Other	_____

Event Risks *(check any that apply)*

- | | |
|---|--|
| <input type="checkbox"/> Controversial topic
<input type="checkbox"/> Food allergies (<i>Ingredient Displays Required</i>)
<input type="checkbox"/> Money will be present
<input type="checkbox"/> Tickets sold to the public/ entry fee | <input type="checkbox"/> Injuries (higher probability such as recreational events)
<input type="checkbox"/> Minors will be present
<input type="checkbox"/> Other: _____ |
|---|--|

Additional Needs
 Security

Why and How Many: _____

 Campus Wide Calendar Listing

Must be open to all students. Will not list fundraisers.
 Funds

Amount Requested from Student Senate: \$ _____

Please elaborate on what the funds will be used for if approved:

*Funding from Student Senate is not to be used for food, for a fundraiser or to be donated. Receipts and invoices must be presented for reimbursement. **Do not commit funds before form approval.***

Is there anything else we should know about the event?

 Student Submitting Form Signature

 Date

 Advisor Signature

 Date

 Approved Denied

 Student Life Manager Signature

 Date

 Approved Denied

 Dean for Students Signature

 Date

 Approved Denied

 Assistant Vice President of Finance
(fundraiser only)

 Date

Office Use Only:

Ad Astra #	Sodexo #	Flyers Approved
Work Order #	On Campus Wide Calendar <i>(if applicable)</i>	Contract/ W9 Submitted: