Activity Registration Form

Club: ____________________________________________
Name of Event: ______________________________________
Date(s) of Event: __________________________ Time(s): __________________

Requests should be submitted to the Office of Student Life at least 10 days prior to event. Travel requests should be submitted at least 30 days prior to travel.

Type of Event (check all that apply): □ Other:
□ Meeting □ Recruitment □ Travel □ Seminar/Workshop □ Social □ Fundraiser
□ Community Service □ Cultural

Complete description of activity: ______________________________________________________

What equipment do you need? (How many tables, chairs, etc.): ______________________________

Location:
□ On-Campus: ________________________________________________________________
Have you reserved this location with the appropriate department? (See Student Life for contact information.)
□ No—If you haven’t secured approval for event location in advance, your event will not be approved.
□ Yes—With whom did you reserve the space? ________________________________________
□ Off-Campus Location: ________________________________________________________

Checklist:
□ If you need multimedia equipment, you must contact Tech Support directly.
□ Room setup requests must be made directly with the Office of Student Life (Setup must be requested at least 14 days prior to your event.)

Advisor Signature: __________________________ Date Submitted: _______________________
Member in Charge of Event: __________________________ Telephone Number: _______________
Email Address: ____________________________________________

An approval confirmation will be sent to your faculty/staff advisor.

□ Approved __________________________________________ Coordinator of Student Life ________
Date ________________

□ Denied __________________________________________