



STUDENT EVENT REGISTRATION FORM

Registered student organizations must register all events with the Office of Student Life with the exception of regular scheduled meetings. This form must be submitted at least 10 business days prior to the event.

Name of Organization: _____

Contact Person(s): _____

Phone: _____ E-mail: _____

Advisor(s): _____

Phone: _____ E-mail: _____

Event Name: _____

Location: _____

Date of Event: _____ Time: _____ to _____

Purpose/Description of Event:

Is there an admission charge? _____ Yes _____ No Amount: _____

Is there a visiting speaker? _____ Yes _____ No

Name of speaker: _____

Signature of organization member

____/____/____
Date

Signature of advisor

____/____/____
Date

Approved _____ **Denied** _____ **Initials** _____ **Date** _____