## REQUEST FOR SPONSORED EVENT

OFFICE OF STUDENT ACTIVITIES AND CAMPUS PROGRAM

ORGANIZATION	DATE
CLUB PRESIDENT	
EVENT TITLE	
EVENT PURPOSE/DESCRIPTION	
EVENT DATE EVENT LOCATION _	EVENT HOURS
REHEARSAL TO SET UP TIME	_ TO DOORS OPEN AT
TOTAL ANTICIPATED ATTENDANCE (STU	JDENTS NON-STUDENTS)
FUNDRAISER YES NO ADVANCE TICKETS SAI	LES $\square$ YES $\square$ NO TICKET PRICE
BOX OFFICE: YES NO BOX OFFICE SALES HOT	URS TO
PARKING LOT USE YES NO METAL DETECTORS:	☐ YES ☐ NO
TYPE OF PUBLICITY	
CONTRACTED SERVICES (NAME OF DJ, SPEAKERS, ENTERTA	INERS, ETC.
BUILDINGS AND GROUNDS SET UP YES NO (PLEASE ATTACH DIAGRAM)	FOOD SERVED YES NO
AUDIOVISUAL/TECHNOLOGY NEEDS	COMPLETED REQUISITION DYES DNO
ORGANIZATION REPRESENTATIVE/S WHO WILL HAVE SPE	CIAL ACCESS TO EVENT:
ORGANIZATION'S SPECIAL CONCERNS:	
I, THE UNDERSIGNED, HAVE READ AND REVIEWED THE POLICIES AND PROCEDURES IALSO UNDERSTAND THAT ORGANIZATION OFFICIALS ARE RESPONSIBLE FOR COLLE ESTABLISHING AND MAINTAINING CONTACT WITH THE PUBLIC SAFETY SUPERVISOI ALL SAFETY RELATED PROBLEMS OR INCIDENTS TO THE PUBLIC SAFETY SUPERVISOI OFFICIALS ARE ENCOURAGED TO MEET WITH THE DIRECTOR OF SECURITY THE WE	ECTING TICKETS, ASSISTING PUBLIC SAFETY STAFF AT EVENT ENTRANCE, R ASSIGNED TO THE EVENT, MONITORING GUEST BEHAVIOR, AND REPORTING R OR OTHER PUBLIC SAFETY OFFICER/S IMMEDIATELY. NOTE: ORGANIZATION
CLUB PRESIDENT SIGNATURE DATE	CLUB ADVISOR SIGNATURE DATE
PLEASE DO NOT WRIT	E BELOW THIS LINE
OACCEPTED ONOT ACCEPTED  DIRECTOR OF	F STUDENT ACTIVITIES DATE
OACCEPTED ONOT ACCEPTED  DIRECTOR OF PUB	BLIC SAFETY AND SECURITY DATE
OACCEPTED ONOT ACCEPTED OFFICE OF C.	AMPUS PLANNING DATE
OACCEPTED ONOT ACCEPTED  DEAN FOR STU	DENT DEVELOPMENT DATE
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VICE PRESIDENT FOR STUDENT DEVELOPMENT

DATE