

**FORM A - STUDENT ORGANIZATION EVENT REQUEST FORM**

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**Organization Name:** \_\_\_\_\_

**Event Name:** \_\_\_\_\_

**Event Start Time:** \_\_\_\_\_ **End Time:** \_\_\_\_\_

**Event Date:** \_\_\_\_\_

**Event Type:** Meeting    Presentation    Fundraising    Social    Community  
Service Event

Other: \_\_\_\_\_

**Venue:** Allenwood    Library    HUB    Outdoors on-campus

Other: \_\_\_\_\_

*\* Form B must be submitted with Allenwood Request, Form C must be submitted with any other venue request.*

**Anticipated Guest Count:** \_\_\_\_\_

**Theme:** \_\_\_\_\_

**Estimated Costs (completed itemized budget attached):** \_\_\_\_\_

**Student Organization Event Coordinator Name:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Student Organization President Name:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Description of Event:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*\*Event requests must be submitted to student organization faculty advisory at least **three weeks** prior to the event date.*

*\*\*Event coordinators must provide a status report to the faculty advisor **two weeks** and **one week** prior to the event date.*

**Date Form Received by Faculty Advisor:** \_\_\_\_\_ **Initial:** \_\_\_\_\_