

## Event Request and Registration Form

**Event Guidelines:**

Clubs and Organizations are asked to register events/activities with Student Affairs to prevent unnecessary duplication. All events that include fundraising must be approved by the Student Affairs Office. A written request must be provided at least ten days prior to the desired event. The request should include the name of the organization, the dates, times, and locations and what the event entails. If event is a fundraiser, include what you will be selling, whether an admission fee will be charged, details on cost of items to be sold, and any other known and pertinent information. If there is any additional support needed from the Dean of Students/Student Affairs such as mailing labels or DeNaples table reservations, such items should also be submitted along with the event request.

**Name of Club:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Is this event a fundraiser?    Yes                      No                      (Circle one)

**Name of event/fundraiser:** \_\_\_\_\_

**Date(s):** \_\_\_\_\_ **Location:** \_\_\_\_\_

**Description of event:** (include specific details about event, information on items being sold, admission fee, price of product, etc.)

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Will this event require a DeNaples table reservation? \_\_\_\_\_

Has paperwork for purchases been submitted to Student Affairs?    Yes    No    (Circle one)

**Approval Signatures:**

**Moderator Signature:** \_\_\_\_\_

**Dean of Students:** \_\_\_\_\_