

STUDENT ORGANIZATION EVENT REQUEST FORM

This form is required in order to hold an organization-sponsored event. Please submit this form to the director of strategic initiatives and student engagement 10 days prior to each event*.

Name of Student Organization: _____
Student Organization Contact Name: _____

EVENT DETAILS:

Proposed Event Name: _____
Event Date: _____ Back Up Date: _____
Event Time: _____ Back Up Event Time: _____
Desired Location: _____ Back Up Event Location: _____
Room reservations must be approved in 25Live at least one week prior to event date.

BUDGET:

Do you plan on using your organization budget? ___ YES ___ NO
What is your projected budget? _____
Projected budget expenditures _____

EVENT OBJECTIVES:

Purpose of Event:

Learning Objectives:

Event Speaker(s): _____
Speaker(s) Title(s): _____
Please submit/attach Speaker(s) bio and/or CV along with this request form.

PROFESSIONAL DEVELOPMENT (PD) CREDIT:

Request for PD credit for this event: ___ YES ___ NO

If above stated event is approved, the student organization named above must agree to guidelines set forth in the School of Public Policy Student Organization Handbook and the School of Public Policy Academic Catalog The School of Public Policy event calendar is subject to change and select events may take priority over student organization activity.

Student Organization President

Student Organization Advisor

TO BE COMPLETED BY OFFICE OF ENGAGEMENT:

EVENT REQUEST: ___ APPROVED ___ ADDITIONAL INFORMATION REQUESTED ___ NOT APPROVED

PD CREDIT: ___ APPROVED with ___ PD Credits ___ NOT APPROVED

Director of Strategic Initiatives & Student Engagement

Date

NOTES: _____