



STUDENT ORGANIZATION EVENT REQUEST FORM

This form is required in order to hold an organization-sponsored event. This form must be submitted to the director of strategic initiatives and student engagement 10 days prior to each event.

Name of Student Organization: _____

Student Organization Contact Name: _____ **Date Submitted:** _____

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 NOTE: Speaker(s) bio and/or CV must be submitted along with this request form.

PROFESSIONAL DEVELOPMENT (PD) CREDIT:

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

If PD credit is requested, please advise which Executive Board member will be planning this event, and eligible to receive 2 PD credits if approved.

1. Name: _____ Position: _____ Responsible
for: _____ 2. Name: _____ Position: _____ Responsible
for: _____

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

EVENT PD CREDIT: _____ APPROVED with _____ PD Credits _____ NOT APPROVED

STUDENT LEADER PD CREDIT: _____ APPROVED _____ NOT APPROVED

Director of Strategic Initiatives & Student Engagement Date **NOTES:**