

Date _____

STUDENT ORGANIZATION EVENT REQUEST FORM

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

Name of Student Organization: _____

Proposed Event: _____

Event Date: _____ Event Time: _____

Desired Location: _____ Expected budget: _____

Room reservations must be approved in 25Live at least one week prior to event date.

Event Speaker(s): _____

Purpose of Event:

Student Organization Contact Name: _____

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

APPROVED: _____
Assistant Director of Engagement & Programs

* Student organizations have the option to fill out one Event Request Form and include an attachment listing all events for each semester. The attachment should include: Proposed event name, event date and time, desired location, expected budget, event speaker(s), purpose of the event, and event contact name.