

CAMPUS EVENT FORM

Please fill out the request form below. This form is required for all activities on and off campus.
Return the completed form to the Student Involvement Office, SC118, at least one week prior to event.

Organization/Course Name & Number: _____

Advisor/ Instructor's name: _____

Group contact person: _____

Name of Event: _____

Type of Event (*Check all that apply*):

Social Service Fundraiser Educational Class Project

Raffle (*Attach copy of ticket*) Raffle information available in Student Involvement.

** Clubs must complete a Raffle Report sheet within five (5) days of their raffle drawing date.*

Date(s): _____

Time: _____

Location: _____

Description of Event: _____

Equipment & Advertising Requests

- Number of tables needed _____ or any additional setup requirements

*(Club Advisor/ instructor must submit school dude request on the Hub.
Student Involvement will provide Facilities Manager contact information.)*

- Media Services assistance needed (projector, screen, etc.): Yes No

(Student Involvement will provide IT department contact information.)

- TV monitor ad needed: Yes No

- Club/class will provide TV ad: Yes No

*(If yes, e-mail Kathy O'Brien at kathleen.obrien@nwtc.edu for size specifications)
(if no, Student Involvement will create an ad)*

Please flip over and complete the back of this form.

Reservations & Approvals

(Student Involvement will check each box that your club/ class will have to have approved by each department)

Commons / Unity Lounge / Gym Reservation: (reservation must be complete prior to turning form in for approval)

Calendar Reservationist's Signature: _____

Food Sales: (any on-campus food sales require the Cafeteria Manager's approval)
* Clubs are limited to 1 meal-type sale per month in the Commons.

Cafeteria Manager's Signature: _____

Security Approval: (Approval must be completed prior to turning in form)

Security's Signature: _____

Dean of Department Approval: (Approval must be completed prior to turning in form)

Dean's Signature: _____

Executive Leadership Team Approval: (Approval must be completed prior to turning in form)

ELT Signature: _____

ELT Signature: _____

ELT Signature: _____

Advisor/Instructor Signature: _____

Final Approval

APPROVED

DISAPPROVED

Student Involvement: _____ Date: _____