



## CLUB 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 Facilities Pro 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 will provide TV ad:  Yes     No

*(If yes, e-mail student.involvement@nwtc.edu for size specifications)  
(if no, Student Involvement will create an ad)*

**Advisors, please flip over and sign the back of this form.**

# Reservations & Approvals

*(Student Involvement will check each box that your club 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: \_\_\_\_\_