



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: _____