

OFFICE OF CAMPUS INVOLVEMENT ACTIVITY/EVENT APPROVAL FORM

GENERAL PROGRAM INFORMATION:

Organization Name:		Contact Person:	P1	none:
E-mail	Program Title:		Program Date:	//
Program Start	AM or PM End Times:	AM or PM	Program Cost:	
Location:	Is the program co-spo	nsored? NO If yes,	with whom?	
Event is open to student		n to campus only	Event is open to	
Description of event/activ	,	, ,		T
•	•			
Liability: Are you doing anyth	ning that requires a Waiver of Liability?	NO If yes:		
ONETARY COLLECT	ION.			
	Before a student club or organization can ho submitting a Request to Hold a Fundraiser f		btained from the Office of	Campus Involvement by
2) Are you collecting money? \(\sum \) \(\sum \)	NO <u>If yes</u> : Collecting money via: <u>I</u> I	Donations Sales Other	r:	
3) Money collected will be used for	or:	Charity	Other_	
RESIDENCE HALLS				
	le or around a residence hall need ap	oproval from the Office of H	Iousing and Residenc	e Life.
All events taking place insid	e or around a residence hall need ap	•		
All events taking place insid	-	•		
All events taking place insid	-	•		
All events taking place insid	-			
All events taking place insid	e Life Approval: ☐ YES ☐ NO		P NEEDS	
All events taking place insid Housing & Residenc HYSICAL PLANT OPE	e Life Approval: YES NO ERATIONS: — CALL 580-5	59-5377 FOR SET-U	P NEEDS	Date
All events taking place insid Housing & Residenc HYSICAL PLANT OPE	e Life Approval: YES NO ERATIONS: — CALL 580-5 SOUND	59-5377 FOR SET-UI	P NEEDS TABLES Six Foot	Date & CHAIRS
All events taking place insid Housing & Residence HYSICAL PLANT OPE EQUIPMENT	e Life Approval:	S59-5377 FOR SET-UI VISUAL MEDI Projector	P NEEDS TABLES Six Foot	Date
All events taking place insid Housing & Residence HYSICAL PLANT OPE EQUIPMENT Podium Flipchart Coat Rack/Hangers Dividers	e Life Approval:	VISUAL MEDI Projector Screen	P NEEDS TABLES Six Foot	Date
All events taking place insid Housing & Residence HYSICAL PLANT OPE EQUIPMENT Podium Flipchart Coat Rack/Hangers Dividers Staging Stage Dimension	e Life Approval:	VISUAL MEDI Projector Screen	P NEEDS A TABLES Six Foot. Chairs	Date
All events taking place insid Housing & Residence HYSICAL PLANT OPE EQUIPMENT Podium Flipchart Coat Rack/Hangers Dividers	e Life Approval:	VISUAL MEDI Projector Screen	P NEEDS TABLES Six Foot Chairs	Date
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All events taking place insid Housing & Residence HYSICAL PLANT OPE EQUIPMENT Podium Flipchart Coat Rack/Hangers Dividers Staging Stage Dimension Trash Cans # Physical Plant Approx	e Life Approval:	VISUAL MEDI Projector Screen LCD	P NEEDS A TABLES Six Foot. Chairs	& CHAIRSDateDate
All events taking place insid Housing & Residence HYSICAL PLANT OPE EQUIPMENT Podium Flipchart Coat Rack/Hangers Dividers Staging Stage Dimension Trash Cans # Physical Plant Approx	e Life Approval:	VISUAL MEDI Projector Screen LCD	P NEEDS A TABLES Six Foot. Chairs	& CHAIRSDateDate

PLEASE READ

Sponsoring Organization Responsibilities:

As a representative of listed organization, We (I) understand that our organization is responsible for abiding by all institutional policies as well as local, state and federal laws with regard to events that take place at East Central University. We understand that:

- Alcohol of any kind is not permitted at the event.
- Guests will provide required forms of picture identification (see guest policy found in the Student Club and Organization Handbook).
- Off-campus advertising is not permitted.
- University property will be left in the condition it was found prior to the event.
- No advertising, publicity or ticket sales for the event will occur until the event is officially approved.
- Chartwells Catering Services: All catering arrangements must be submitted to the catering manager at least 10 days prior to the event. Chartwells Catering Services must be given 48 hours' notice on cancellations.

PRESIDENT/DESIGNEE:	PRINT NAME		/
ADVISOR:	PRINT NAME	SIGNATURE	/DATE
	The Office of Ca	nit this form to: mpus Involvement M 150	
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DATE FORM RECEIVED		CAMPUS INVOLVEMENT	 DATE