



OFFICE OF CAMPUS INVOLVEMENT ACTIVITY/EVENT APPROVAL FORM

GENERAL PROGRAM INFORMATION:

Organization Name: _____ Contact Person: _____ Phone: _____

E-mail _____ Program Title: _____ Program Date: ____/____/____

Program Start _____ AM or PM End Times: _____ AM or PM Program Cost: _____

Location: _____ Is the program co-sponsored? NO If yes, with whom? _____

Event is open to students only Event is open to campus only Event is open to the public

Description of event/activity:

Liability: Are you doing anything that requires a **Waiver of Liability**? NO If yes: _____

MONETARY COLLECTION:

1) Fundraiser? NO If yes: Before a student club or organization can hold a fundraiser, approval must be obtained from the Office of Campus Involvement by submitting a Request to Hold a Fundraiser form

2) Are you collecting money? NO If yes: Collecting money via: Donations Sales Other: _____

3) Money collected will be used for: Fundraiser Programming Charity _____ Other _____

RESIDENCE HALLS

All events taking place inside or around a residence hall need approval from the Office of Housing and Residence Life.

Housing & Residence Life Approval: YES NO _____ Date _____

PHYSICAL PLANT OPERATIONS: – CALL 580-559-5377 FOR SET-UP NEEDS

EQUIPMENT

- Podium
- Flipchart
- Coat Rack/Hangers
- Dividers _____
- Staging _____ Stage Dimension _____
- Trash Cans # _____

SOUND

- Table Microphone
- Cordless Microphone
- Microphone Stand
- Sound System
- Electrical Equipment: _____
- Heat/Air Conditioning: _____

VISUAL MEDIA

- Projector
- Screen
- LCD

TABLES & CHAIRS

- Six Foot _____
- Chairs _____

Physical Plant Approval: YES NO _____ Date _____

CHARTWELLS CATERING SERVICE: – CALL 580-332-1545 EXT. 516/517 FOR SET-UP NEEDS

Chartwells Catering Services Approval YES NO _____ Date _____

