

# STUDENT ORGANIZATION EVENT REGISTRATION FORM

The Office of Campus Life will review all submitted events before approval can be obtained. (Separate forms are available for Fundraising/Bake Sale Requests.)

**\*Please submit this form to the Office of Campus Life at least 2 weeks in advance for campus only events; 4-6 weeks in advance for events open to the general public; and 6 months in advance when outside sponsors are desired/involved.**

Date: \_\_\_\_\_

Student Organization: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Date/Time of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Event Category (Please Circle One):

Lecture/Speaker

Entertainer

Holiday Event

Family Event

Film Festival

Service Project

Tournament

Dance/Party

Other \_\_\_\_\_  
(Please specify)

### Event Description (Use back if necessary):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Are you interested in outside sponsors to assist with funding this event, providing door prizes, etc.?  Yes  No**

Have you discussed with Nick Orosan (Extension: 3931), Director of Development?  
 Yes  No

Please remember to contact Anne Ireland (Extension:4056) regarding event set-up and Rodger Smith (Extension: 4215) regarding public relations.

### Please Select One of the Following:

This event is open to OSU-M & NC State College campus community only.

This event is open to the general public.

\_\_\_\_\_  
**Signature of Advisor**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of President**

\_\_\_\_\_  
**Date**

*This request will be reviewed by the Office of Campus Life as soon as possible.  
Organizations will be notified within one week with a response.*

### FOR OFFICE USE ONLY

Date Request Rec'd: \_\_\_\_\_ Approved By: \_\_\_\_\_  
Coordinator of Campus Life

Date Approved: \_\_\_\_\_ Date Denied: \_\_\_\_\_ Reason for Denial: \_\_\_\_\_