



Office of Student Life
Downtown Campus Room 162
Phone: 804.523.5082
Parham Road Campus
Room 206 Georgiadis
Phone: 804.523.5983
Fax: 804.523.5112

Student Club Event Proposal

Complete this form and submit with any necessary documentation to the Office of Student Life no later than 20 business days prior to proposed event date.

Club Name: _____

Is this a request for an event or meeting? _____ Event _____ Meeting

Proposed Event/Meeting Date: _____

Proposed Event/Meeting Time: _____

Proposed Event/Meeting Location: _____

Will this be a recurring meeting date? If so, how often do you plan to meet?

Has Campus Police and Security been notified of proposed event? _____ Y or _____ N

If no, the club advisor must contact Campus Police and Security. Please contact the Office of Student Life if assistance is needed.

Please use the space below to describe any necessary room set-up or audio-visual requests:

Please use the space below to **briefly describe the event details or meeting agenda**:

Will you be requesting Student Life funds for this event? _____ Y or _____ N

If yes, you must submit the **Student Club Request for Funds** with this document.

Club Member completing this form (student): _____

Phone: _____ E-mail Address: _____

Signature of Advisor

Date

Signature of Club Member

Date

The following is to be completed by the Office of Student Life:

Submitted to Student Life on: _____ Approved or Denied? _____

Signature of Student Life Staff Member: _____