

## Event Planning Form

STUDENTS please use the form below as a guide for planning your event.

Give this planning form to your advisor as a guide to requesting an event not sponsored by Student Activities or SGA.

Activity Request forms must be submitted by an Advisor to request approval for an activity.

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

Student contact \_\_\_\_\_

Student E-Mail \_\_\_\_\_

Faculty/Staff Advisor Responsible \_\_\_\_\_

Is this a fund raiser for your Club or Organization?

Yes ☐ No ☐

Are you planning any solicitation or off campus sales in order to conduct your event? Yes ☐ No ☐

Have you contacted the CCC&TI Foundation office for permission?

Yes ☐ No ☐

Please consult the [Fund raising guidelines for Clubs and Organizations](#).

**WHO:** What Club or Organization?

\_\_\_\_\_

**WHAT:** Describe type of event.

\_\_\_\_\_

\_\_\_\_\_

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WHEN: Date and times of event

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WHERE: Location of the event

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WHY: purpose of the event

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