

## Event Approval Form

**Organization:** \_\_\_\_\_

**Proposed Event:** \_\_\_\_\_

**Date of Event:** \_\_\_\_\_ **Time of Event:** \_\_\_\_\_

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

**Requested By:** \_\_\_\_\_

**Is this event a fund raiser?** \_\_\_\_\_

**Description of items to be sold:** \_\_\_\_\_

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

**What will the money raised be used for?** \_\_\_\_\_

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

**Set up needed:** \_\_\_\_\_

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

**Submitted By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Organization President**

**Approved By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Director of Student Activities**

**Approved By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Dean of Student Services**

**Would you like for this event to be put on the Calendar?** \_\_\_\_\_

Remember, this form must be completed and turned in well in advance of the 25th day of the month prior to the month it takes place.