

Student Organization Event Request Application

OFFICE OF THE REGISTRAR/STUDENT SERVICES

THE FIRST PAGE OF THIS APPLICATION AND THE 'EVENT LOCATION' AND 'ADVISOR ACKNOWLEDGEMENT' SECTIONS ON PAGE TWO MUST BE SUBMITTED WITHIN NO MORE THAN 14 BUSINESS DAYS OF THE EVENT TO:

The primary student contact is the student assuming the most active role in planning and implementing this event.

PRIMARY STUDENT ROSEMAN EMAIL: _____ PHONE: _____

ORGANIZATION ADVISOR NAME _____

ADVISOR ROSEMAN EMAIL: _____ ROSEMAN PHONE: _____

PROPOSED EVENT

EVENT NAME: _____

EVENT DATE(S): _____ TIME(S): _____

EVENT TYPE:

.. Social Event: Examples include a class party, dance, etc.

... Health Fair

... Blood Drive

... Fund raise for a Non-Roseman Organization

... Other: Briefly state event type: _____

EVENT DESCRIPTION: Please provide an overview of this event. Identify the major participants in the event (including, if applicable, the name of the faculty/staff member attending the event), what are the major activities of the event, how the organization's members will be involved in the event, and why the student organization wishes to participate in this event.

x If this is an on-campus event, the advisor must complete a 'Facilities Reservation Form' 14 business days before the event.

x If the general public is invited to campus AND the event is not sponsored by a specific College or Program, e.g., a 5K Run or it is a charity event open to the general public that takes place on campus must have the event endorsed by the Registrar/Student Services.

...The Designated Administrator below endorses this application (Academic Program or University Administrator)

Academic Program/University Official: Printed Name, Signature and Date

EVENT LOCATION

ON-CAMPUS EVENT IN HENDERSON	Building and Room Number	Room Name or Number	Facilities Form Attached
	Building 4		YES
	Building 11		NO
ON-CAMPUS EVENT IN SOUTH JORDAN	Building and Room Number	Room Name or Number	Facilities Form Attached
	Building 10 (South building)		YES
	Building 11 (Dental building)		NO

