 **Office of Student Activities**

Event Request Form

**Club Information**

Name of Club: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Club Advisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Club President: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Event Information**

Name of Event/Activity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Desired Date of Event: \_\_\_\_\_\_\_\_\_\_\_

Estimated Start Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Estimated End Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event Type: On Campus Off Campus Room Request: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Will there be food at this event? YES NO

Will you be needing advertisements? (i.e., posters, social media posts, etc.) YES NO
\*If yes, please let the Student Engagement Coordinator know 2 weeks in advance to create your advertisements. If

Please state your purpose of this event:

By signing this form, you accept the responsibility for this event and understand that you are to complete this form within 2 weeks of the event. You are responsible for being present at this event and you must abide to the rules and regulations of the college.

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_

College Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_@mctc.edu Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Club Advisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_