Student Organization Event Notification Form: 2016 - 2017

Organization:_____

Date of Event/Activity: _____

Name of Event: _____

Description of Event:

_____

_____

_____

_____

_____

_____

_____

Facilities needed: (request at least two weeks in advance)

_____

Tables, Chairs, Equipment, Supplies needed:

_____

Expected Expenditures to be Incurred:

_____

_____

_____

Amount Requested from Legacy or Operating Funds:_____

_____ _____

Secretary Signature Date Treasurer Signature Date

Advisor Signature_____Date_____

All submissions must be received in the Student Life office three weeks prior to the event for approval.