



# Student Organization Event Registration Form

The Office of Campus Life will review all submitted events before approval can be obtained. (Separate forms are available for Fundraising/Bake Sale Requests.)

Please submit this form to the Office of Campus Life at least four (4) weeks in advance for campus only events; eight (8) weeks in advance for events open to the general public; and twelve (12) months in advance when outside sponsors are desired/involved.)

Today's Date: \_\_\_\_\_

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

Event: \_\_\_\_\_

Event Date/Time: \_\_\_\_\_ Check:  OSU- NC State  Both

Name: \_\_\_\_\_ Phone Extension: \_\_\_\_\_

Email: \_\_\_\_\_

**Event Category (Please Circle One):**

- Lecture/Speaker                       Entertainer                       Holiday Event
- Family Event                               Film Festival                       Service Project
- Tournament                               Dance/Party                       Other \_\_\_\_\_  
(Please specify)

**Event Description (Use back if necessary):**

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

**Please Select One of the Following:**

- This event is open to OSU-M & NC State College campus community only.
- This event is open to the general public.

**Are you interested in outside sponsors to assist with funding this event, providing door prizes, etc.?**  Yes  No

If yes, this *must* be discussed with Nick Orosan, Director of Development (419-755-3931)

\_\_\_\_\_  
**Signature of Advisor                                      Date                      Signature of President                                      Date**

*This request will be reviewed by the Office of Campus Life as soon as possible. Organizations will be notified within one week with a response.*

**FOR OFFICE USE ONLY**

Date Request Rec'd: \_\_\_\_\_ Approved By: \_\_\_\_\_  
Coordinator of Campus Life

Date Approved: \_\_\_\_\_ Date Denied: \_\_\_\_\_ Reason for Denial: \_\_\_\_\_