CAMPUS LIFE
We're Here For You

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:_____ Circle one: OSU-M NC State

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: _____