



Event Request Form

Contact Name: _____ Contact Phone: _____

Contact Email: _____ Who will be hosting the event? : _____

What is the event being requested? : _____

Where will the event be held? : _____

What date & time will the event be held? : _____

How many people do you expect? : _____

Will you need to request funding from the University? : _____ (If yes please fill out a Budget Allocation Application)

How many people do you need for set up? : _____ (Please try to find your own volunteers 1st)

How many people do you need for clean up? : _____ (Please try to find your own volunteers 1st)

Do you need the sound system or extension cords? : _____ (You must pick up from DSO)

Do you need the lighting system? : _____ (You must pick up from DSO)

Do you need security? : _____

Do you need shuttles? : _____ (If yes fill out a Vehicle Request Form)

Please include any and all details of the event:

****Include your flyer with this form by stapling to the back.****

Note: By filling out this form it in no way means that the event has been relinquished to the Dean of Students Office. By filling out this form the Dean of Students Office will make the necessary requests based off of your answers. The named host on this form is responsible for the requested event. Therefore, the host is in charge of following up and making sure the event runs accordingly.

SLC Signature

Date