



## 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 the Budget Allocation Application)

How many people do you need for set up? : \_\_\_\_\_ (Please try to find your own volunteers 1<sup>st</sup>)

How many people do you need for clean up? : \_\_\_\_\_ (Please try to find your own volunteers 1<sup>st</sup>)

Do you need the sound system or extension cords? : \_\_\_\_\_ (You must pick up from SLO)

Do you need the lighting system? : \_\_\_\_\_ (You must pick up from SLO) 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:

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**\*\* 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 Student Life Office. By filling out this form the Students Life 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