

# **Student Life: Event Activity Request**

*The Event Activity Request form must accompany any request a venue for clubs events. Student Life will not reserve a venue until the Event Activity Request has been approved. Submit request to the Student Life Staff in A2100.*

## **Club Information**

Name of Club \_\_\_\_\_

Name of Requestor \_\_\_\_\_

Requestor Student ID \_\_\_\_\_

Most Accessible Phone Number \_\_\_\_\_

Requestor Email \_\_\_\_\_

Would you preferred to be contacted by phone or email? \_\_\_\_\_

Reason for Request \_\_\_\_\_

## **Event Information**

Date of Event \_\_\_\_\_

Time of Event \_\_\_\_\_

Venue Requested \_\_\_\_\_

Equipment Needed:

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

Additional Items Needed (Please detail):

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

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*To be filled out by Student Life Department only*

Request Received Date: \_\_\_\_\_ Received by: \_\_\_\_\_

Confirmation of Event Meeting Room Date: \_\_\_\_\_

Confirmation with Requestor Date: \_\_\_\_\_ Confirmed by: \_\_\_\_\_

Method of Confirmation: \_\_\_ phone msg. \_\_\_ email \_\_\_ spoke with requester