Student Life: Event Activity Request

The Event Activity Request form must accompany any request for 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):
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

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