

This form is due to the Office of Student Life one month prior to the event date.

Student Organization Activity Request Form

Requesting Organization: _____

Event Contact(s): _____

Contact Phone #: _____ Contact Email: _____

Co-Sponsoring Organization(s): _____

Date of Event: _____ Beginning Time: _____ End Time: _____

Name/Title of the Event: _____

Please provide a brief description of the event.

Please include the student learning outcomes for this event.

Please provide an itemized estimated budget.

Item	Description	Cost
Food		
Materials/Supplies		
Services		
Publicity		
Rentals		
Other		
Other		
Other		
Other		

Cost of student admission: _____ Total Cost of the Event: _____

How will funds raised (if any) be utilized: _____

Publicity

- Club Meetings Twitter/Facebook Word of Mouth Flyers
 - Emails Class Announcement Phone Calls Faculty/Staff
- Post event to the FSW Student Life online calendar: Yes No

If so please email a short paragraph (100 words or less) to the Student Life Specialist.
 Please attach any flyers/advertisements to this request. These require prior approval from the Office of Student Life before distribution.

Space Reservations

Requested Location: _____ Expected Attendees: _____

Room Setup: _____

Amount of Tables & Chairs: Tables _____ Chairs _____

Room Setup: _____

Technology/IT Requests: _____

Special Requests/Needs: _____

Outside Vendors/Co-Sponsors

Please list any businesses/organizations not affiliated with Florida SouthWestern State College that will be involved with this activity:

The signatures of the organizations president and advisor below affirm the information is accurate and that all college policies will be followed.

President Approval: _____ Date: _____

Advisor Approval: _____ Date: _____

Office of Student Life Use Only	
Received by: _____	Date Received: _____
<input type="checkbox"/> Approved <input type="checkbox"/> Declined	Comments: _____
Processed by: _____	Date Processed: _____