



ACTIVITY REQUEST FORM

I. ACTIVITY REQUEST INFORMATION			
Name of Club/ Organization	Activity Date	Activity Location	
Title of Activity	Start Time	End Time	<div style="display: flex; justify-content: space-between;"> Please Reserve Already Reserved </div> <small>NOTE: ROOM REQUESTS REQUIRE A 2 WEEK NOTICE.</small>
Briefly describe this activity, and also explain how this event will benefit the members, and/or the campus community if it is open to the student body:			

II. MATERIALS & EXPENSES			
TYPE N/A IF NOT APPLICABLE	ITEM DESCRIPTION & VENDOR NAME	TASKED TO (WHO IS RESPONSIBLE FOR SECURING)	ESTIMATED COST
Food <small>(Submit Receipts for Reimbursement)</small>			
Entertainment/Speaker/DJ			
Decorations/Supplies			
Other			
TOTAL ESTIMATED EXPENSES:			
AVAILABLE CLUB FUNDS:			
**ADDITIONAL FUNDING NEEDED:			
**Please explain the clubs efforts to raise funds and why additional funding is needed:			

III. PUBLICITY
<p>NOTE: Marketing materials need to be created by the Club and then sent to Student.Engagement@fsw.edu for approval.</p> <p>Is a copy of the flyer attached to this form? Yes No Working on it, but will send within the week. If you would like this activity posted on the Student Life Facebook or the online Event Calendar, please tell us what the post should say about the event or activity (no more than 25 words):</p>

Advisor Name _____ Member Name & ID _____

Date approved by Advisor: _____ Date approved by Member: _____

Advisor email typed form to Student.Engagement@FSW.edu

OFFICE USE ONLY	
Received by:	Date:
Approved by:	Date: