



## ACTIVITY REQUEST

<b>I. ACTIVITY REQUEST INFORMATION</b>		
Student Name	Name of Club/Organization	Today's Date
Name of Activity	Activity Date/Time	Preferred Activity Location
<small>NOTE: ROOM REQUESTS REQUIRE A 2 WEEK NOTICE.</small>		
Briefly explain how this event will benefit the attending students and the campus community as a whole:		

<b>II. MATERIALS &amp; EXPENSES</b>		
ITEM <small>WRITE N/A IF NOT APPLICABLE</small>	VENDOR NAME & CONTACT INFO	ESTIMATED COST TOTAL COST
Food		
Entertainment/Speaker/DJ		
Decorations		
Miscellaneous		
<b>TOTAL ESTIMATED EXPENSE:</b>		
<b>AVAILABLE CLUB FUNDS:</b>		
<b>**ADDITIONAL FUNDING NEEDED:</b>		
Please explain why additional funding is needed:		

All marketing materials need to be created by the Club/Organization and sent to [StudentLife@fsw.edu](mailto:StudentLife@fsw.edu) for approval with this form.

<b>III. PUBLICITY</b>		
Is a copy of the flyer attached to this form?	Yes	No
Do you want this activity posted on the Student Life Facebook?	Yes	No
If yes, please tell us what you want the post to say (no more than 25 words):		

Advisor Signature \_\_\_\_\_ President Signature \_\_\_\_\_

OFFICE USE ONLY	
Received by:	Date:
Approval to use funds:	Date: