## **Student Organization**

# **Project FORM**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|

|  |
| --- |
| Today’s Date:  |

Student Org infoRMATION

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Student Organization Name:  |  | Contact person : |  | Email:  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of Project or event:  | Date of event:  | *Time of event:*  | *Cell phone:* |  |  |
|  |  |  |  |  |  |

**Describe the event:**

|  |  |  |
| --- | --- | --- |
| Who: What: Where: When: How: Why: Event Start Time: |  |  |
| Event End Time:  |  |  |
| Tables requested:  |  |  |
| Chairs requested:  |  |  |

|  |  |  |
| --- | --- | --- |
| Location:  |  | Room Scheduled? Confirm with initials \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  | Work order placed? Confirm with WO # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Type of Event: \_\_ Fundraiser \_\_ Community Service \_\_ Speaker \_\_Film**  **\_\_ Collaborative\* list another club: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|

|  |  |  |  |
| --- | --- | --- | --- |
| **Would you like this posted in the What’s Happening email?**  |  | **Would you like this posted on the Campus Websites/social media?** |  |
|  |  |  |  |  |
|  | **Advisor signature:** |  | **Date** |  |

 |
|  |
| Please return to the Office of Student Engagement (GA 014) **AT LEAST SEVEN DAYS** prior to the EVENT.  |