## **Student Organization**

# **Project FORM**

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