

**Student Organization Event Notification Form: 2018 - 2019**

Organization: \_\_\_\_\_

Date of Event/Activity: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Description of Event:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Facilities needed: (request at least two weeks in advance)

\_\_\_\_\_

Tables, Chairs, Equipment, Supplies needed:

\_\_\_\_\_  
\_\_\_\_\_

Expected Expenditures to be Incurred:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Amount Requested from Legacy or Operating Funds: \_\_\_\_\_

\_\_\_\_\_  
Secretary Signature

Date

\_\_\_\_\_  
Treasurer Signature

Date

Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_

**All submissions must be received in the Student Life office three weeks prior to the event for approval.**