

Event without Alcohol
Due Seven Days Prior to Event

Events that are social in nature and involve people other than organization's members must be registered with Student Activities at least seven days prior to the event.

Name/type of event _____

Location of event _____ Date & time of event _____

Sponsor(s) of event _____

(Note: If more than one organization is sponsoring, both must submit paperwork)

Number of members to attend _____ Number of invited guests to attend _____

Total number of attendees _____

Number of guests must be less than 3X the size of the organization.

A list of attendees (members & guests) must be turned in to Student Activities three days before the event!

Name of security company (one hired security guard per 100 people attending)

Name of door monitor (one per organization in attendance)

Name of event patrol

I hereby agree to comply with all of the stipulations detailed above as required by university rules. I will take all steps necessary to ensure that the organization members and guests comply with all university rules and regulations.

President's name

Advisor's name

President's signature

Advisor's signature

Date

Phone number

Date

Phone number

For office use only:

_____ Completed?