

Application for Special Events

Today's		
Date		
Advisor Name:		
Advisor Phone Number:	E-mail:	
Name of Member Organizing Event:	:	
Member Phone Number:	E-mail:	
Event Title:		
Event Purpose:		
Event Date:	Event Time:	
	o, the club advisor is responsible for securing a space through the quested by e-mail at: techsupport@nwacc.edu , and/or call: 619-435	
	ublic area, indicate the space and the number of tables and/or chain Student Center Lobby or the Lobby in Burns Hall.)	irs requested. (No Ad
Burns Hall LobbyStudent Cent	nter LobbyNumber. of TablesNumber of Chairs pe	r Table

Upon receipt of the application, the Director of Student Life will review and approve or reject application. Both the advisor and member responsible for the event will receive an e-mail upon approval of the event with further instructions. If a room is required for your event, it is the responsibility of the advisor to request space using the Ad Astra online program. If only a table in a lobby area is requested, please indicate in the above box which lobby and how many tables/chairs needed. No room request through Ad Astra is required if group needs only a table in a public area.