

Appendix C  
**Student Organizations'  
Application for Special Events**

**Organization Name:** \_\_\_\_\_

**Advisor Name(s):** \_\_\_\_\_

**Event Title:** \_\_\_\_\_

**Purpose of Event:** \_\_\_\_\_

**Date of Event:** \_\_\_\_\_

**I understand the Student Organization requirements, explained in the handbook, and I further understand that if these requirements are not met, the possibility of having an event on campus may be withheld. I also understand that all college guidelines must be followed in addition to the Student Organization requirements.**

\_\_\_\_\_  
**Signature of Advisor responsible for event**

\_\_\_\_\_  
**Signature of Organization member  
responsible for event**

**Date:** \_\_\_\_\_

**Time:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Event Preparation**

**Computer – Yes**  **No**

**Date(s)** \_\_\_\_\_

**Time** \_\_\_\_\_

**Workspace – Yes**  **No**

**Date(s)** \_\_\_\_\_

**Time** \_\_\_\_\_

**Assigned Computer #** \_\_\_\_\_

**Assigned Space #** \_\_\_\_\_

**Approved:** Yes  No

**Approved by:** \_\_\_\_\_

**RETURN APPLICATION TO THE DIRECTOR OF STUDENT ACTIVITIES AND LEADERSHIP  
(Student Center 230 C, 619-2224)**