



Office of Student Life
Downtown Campus Rm. 116
804.523.5082
Parham Road Campus Rm. 256B
804.523.5983

Office of Student Life Event Proposal

Complete this form and submit with any necessary documents to the Office of Student Life no later than 6 weeks prior to proposed event date.

Organization: _____

Proposed Event Date: _____

Proposed Event Name: _____

Proposed Event Time: _____

Proposed Event Location: _____

How many participants do you expect at this event? _____

Will this event be advertised college-wide? _____ Y or _____ N

Will refreshments be sold/ provided? _____ Y or _____ N

Will students be charged admission to event? _____ Y or _____ N

Please use the space below to **briefly describe the event:**

Please indicate one of the following: Social _____ Educational _____ Service _____

Organization Representative (student): _____

Phone: _____ Email Address: _____

Faculty Advisor: _____

Office Number: _____ Email Address: _____

Will the advisor be present during the event? _____ Y or _____ N

If not, list the name of the individual who will be responsible for the event:

Will you be requesting Student Life funds for this event? _____ Y or _____ N

If yes, you must submit the **Request for Student Life Funds** form with this document.

Signature of Advisor

Date

Signature of Organization President

Date

OFFICE USE ONLY

Submitted to Student Life Office on: _____ Proposal Reviewed On: _____

Status of Approval by Student Council: _____ Approved _____ Not Approved

Forwarded to Student Affairs for Signature on: _____

Approval Signature: _____

Advisor and Student Representative notified of approval on: _____ By: _____