



Nicholls State University

Department Event Approval Form

Individuals needing ADA accommodations contact (985) 448-4783 or visit www.nicholls.edu/ada

**** Submit to the Reservations Office in Student Life ****

____ New Request

____ Revised Request

Department Name: _____ Contact Person: _____

Phone: _____ Email: _____

Name of Event: _____ Estimated Attendance: _____

1st Date Preference: _____ 2nd Date Preference: _____

Is this request for a recurring event (multiple dates)? No Yes If YES, please list all event dates in detailed description.

Event Start Time: _____ Event End Time: _____ Set-up Time: _____ Clean-up Time: _____

Event Participants: (check all that apply) General Public Entire Campus Faculty/Staff Only Students Only
 By Invitation Only Members of Booking Department Only

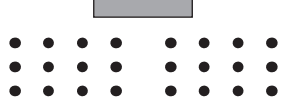
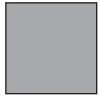
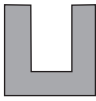
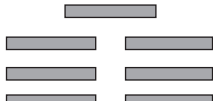
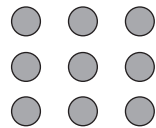
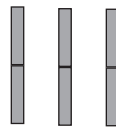
Do you want this event listed on the university master calendar (nicholls.edu/calendar)? Yes No

Indicate Event Location: On-Campus - Building/Room: (1st Choice) _____ (2nd Choice) _____

Off-Campus - Name of Venue: _____

Type of Event: Meeting/Lecture Banquet/Awards Ceremony Reception Fundraiser Other _____

Indicate Set-up:

Theater/Classroom 	Square 	U-Shape 	Workshop 	Banquet Round 	Banquet Long 
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Please list set-up and audio visual needs: _____

Will food and/or beverage be served? No Yes** If yes, will alcohol be served? No Yes**

**Sodexo must provide all food and beverage for: 1) events open to the public and 2) events paid for with university funds.

Please provide a brief description of food/beverage planned for the event: _____

Event Description (include purpose of event and how it furthers the university mission): _____

How will the expenses be covered for this event? _____

Will there be ticket sales? No Yes, \$ _____ charged for pre-sale tickets and \$ _____ charged for gate tickets.

Contact information for purchasing tickets: _____

How will funds be used? _____

APPROVAL PROCESS

After chain of command approvals are obtained, submit this form to the Reservations Office at least two weeks prior to the event date. The Reservations Office will continue the routing process (including the Calendar Review Board). Once all approvals are obtained, you will receive an email stating that the event is "CONFIRMED." You may begin advertising once the event is CONFIRMED.

Department Head

Date

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Date