

## STUDENT ORGANIZATIONS OFF-CAMPUS ACTIVITY REQUEST FORM

- All signatures (Chapter President, Advisor and Owner/Manager of Business) are required BEFORE the form is submitted for consideration.
- In order to be considered, this form must be submitted in FULL, three (3) weeks prior to the date of the event.
- The event must be APPROVED by Student Engagement or Greek Life before any advertising or solicitation begins.
- Invited guest list must be turned in 48 hours after approval of the event.
- **If alcohol is to be served and/or sold, please complete the Activity with Alcohol Request Form.**
- Future events may be denied/cancelled if paperwork deadlines are not met.

Organization: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Contact #: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

Type of Event:

Party/Social  Meeting  Retreat/Ritual  Fundraiser  Sporting Event  Other \_\_\_\_\_

Name of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Address: \_\_\_\_\_

If event is a fundraiser, how will the profits be used \_\_\_\_\_

This event is:

Open to the public (cannot be held at "nightclubs, bars or saloons")  
 Closed (*Invitation only*) business is closed to the public and guest list must be turned in 48 hours prior to the event.

Will alcohol be served and/or sold?

No  
 Yes (***Please complete the Activity with Alcohol Request Form instead of this form***)

Police officer who will be providing security for the event (if necessary):

Name: \_\_\_\_\_ Contact #: \_\_\_\_\_

### Required Signatures

Chapter President (Only) \_\_\_\_\_

Business Owner/Manager \_\_\_\_\_

Chapter Advisor (Only) \_\_\_\_\_

Business Contact Number \_\_\_\_\_

Student Engagement/Greek Life Approval \_\_\_\_\_

Date \_\_\_\_\_