



WE WORK HARD SO YOU CAN PLAY HARD

FAVROT STUDENT UNION BOARD ACTIVITY REQUEST FORM

COMMITTEE _____

DATE _____

CHAIR _____

CO-CHAIR _____

EVENT _____

EVENT DATE _____

BEGINNING TIME _____

ENDING TIME _____

FACILITY REQUEST _____

LEARNING OUTCOME _____

FLYER YES NO

IF YES DESIGN SUGGESTIONS _____

FOOD YES NO

IF YES LIST ITEMS _____

DRINKS YES NO

IF YES LIST ITEMS _____

SUPPLIES _____

EQUIPMENT _____

RENTALS _____

D. J. YES NO

WHO _____

ROOM SET-UP YES NO

IF YES, PLEASE SUBMIT A DRAWING HOW YOU WOULD LIKE THE ROOM SET-UP.

CHAIR SIGNATURE _____

CO-CHAIR SIGNATURE _____

PRESIDENT SIGNATURE _____

ADVISOR/DIRECTOR SIGNATURE _____

NOTE:

THIS FORM MUST BE SUBMITTED 3 WEEKS PRIOR TO THE EVENT. IF RENTALS ARE REQUESTED, SUBMIT ONE MONTH IN ADVANCE. AN ACTIVITY CLEARANCE FORM IS NECESSARY FOR ALL EVENTS TO TAKE PLACE. ALL CLEARANCE FORMS MUST BE COMPLETED TWO WEEKS PRIOR TO THE EVENT; THEREFORE, YOU ARE ENCOURAGED TO COMPLETE THIS PROCESS AS SOON AS POSSIBLE TO ENSURE THAT THE LOCATION WILL BE AVAILABLE.