

Event Request Form

This form must be submitted to the Office of Student Life **two weeks** prior for EVERY event/fundraiser/CS/Travel. Regular monthly meetings are the exception. Fundraisers are limited to one per month per organization. Charges will be incurred from physical plant, special work requests, UT police, etc.

Name of Organization: _____ **Project ID number:** _____

Name of Fundraiser, event or CS: _____

Check ONE only:

Fundraiser:

Event:

Community Service (CS):

Travel:

Primary Contact Person: _____ **Email:** _____

Briefly describe Fundraiser, event, or CS (to include location, date, start/end time, objective, anticipated attendance):

(Continue on back if needed)

Signatures:

Faculty Advisor: _____

Date: _____

Note: You will receive notification from the Office of Student Life 24-48 hrs after form is submitted advising whether your request was approved or denied. If approved, you **must** complete the Room Reservation Request Form found on <http://www.uthscsa.edu/business/forms.shtml#g> if you need to reserve any space on campus.

For Office Use Only

Your request was: Approved Denied

Comments:

Manager of Student Activities _____

or

Director of Student Life _____
