

# CT STATE NORTHWESTERN EVENT REGISTRATION FORM



- Please submit this form to the Student Activities Office at least two weeks in advance prior to the event for proper planning
- This is not a room reservation: Any room reservations must be reserved by the Club Advisor or Student Activities Director as soon as the event has been approved. Under no circumstances should anyone other than the Director of Student Activities purchase any items for any event or sign any contracts.

Club Name :

Proposed Date of Event :  Proposed Start & End Time :

Name of Proposed Event :

Location(s) of Proposed Event :

Anticipated Number of Attendees :  Will this event generate revenue? :  Y  N

Event Contact Person :  Phone :

Email :

What is the purpose of this Event (fundraiser, awareness, social, etc.)

Will this event involve off campus travel? : <input type="checkbox"/> Y <input type="checkbox"/> N	Will this event require funding from Student Senate? : <input type="checkbox"/> Y <input type="checkbox"/> N
Is this event open to the public? (Non-Students) : <input type="checkbox"/> Y <input type="checkbox"/> N	Will you be requesting any equipment from Student Activities? : <input type="checkbox"/> Y <input type="checkbox"/> N
Is this event open to the public? (Non-Students) : <input type="checkbox"/> Y <input type="checkbox"/> N	If yes please list : <input type="text"/>

Club Officer Signature:  Date:

Club Advisor Signature:  Date:

Student Activity Director:  Date:  Approved:  Denied:

Reason for Denial:

This form should be submitted with the Club Budget Request Form when requesting money from the Student Senate for your event or the Fund Club Financial Request Form is using Fundraised Funds