



Event Registration Form

All Student Organization events must conform to the university's general regulations pertaining to student activities (in the Student Organization Handbook) and all public events sponsored by student organizations must be approved by the Office of Student Development. Please submit this completed form to the Office of Student Development (AMU 121) at least two weeks prior to the event. Approval notification will be sent via e-mail after submission. Please be aware that events that are not registered two weeks in advance may not be approved, and are subject to cancellation. Reservations made through the AMU Event Management Office are tentative until the event has been approved by the Office of Student Development. The office of Student Development will notify the Event Management Office of approved events and the reservation will be confirmed at that time.

I understand these guidelines and have completed this form below to the best of my knowledge

Signature: _____ Date: _____

Contact Information

Organization: _____ Date Form Completed: _____

Contact Person: _____

Contact Person's Phone #: _____

Contact Person's E-mail: _____

Advisor's Signature: _____ Phone #: _____

Event Type - Please choose all applicable categories

- | | | | |
|--------------------------------------|--------------------------------------|--------------------------------------|--|
| <input type="checkbox"/> Audition | <input type="checkbox"/> Fundraiser | <input type="checkbox"/> Recruitment | <input type="checkbox"/> Trip |
| <input type="checkbox"/> Concert | <input type="checkbox"/> Information | <input type="checkbox"/> Retreat | <input type="checkbox"/> Prayer |
| <input type="checkbox"/> Dance | <input type="checkbox"/> Late Night | <input type="checkbox"/> Service | <input type="checkbox"/> Political |
| <input type="checkbox"/> Educational | <input type="checkbox"/> Meeting | <input type="checkbox"/> Social | <input type="checkbox"/> Cultural |
| <input type="checkbox"/> Film/Video | <input type="checkbox"/> Performance | <input type="checkbox"/> Speaker | <input type="checkbox"/> Conference/Workshop |

Event Information

Name of Event: _____

Topic of Event (if speaker/performer): _____

Detailed Description of Event: _____

Proposed Date of Event: _____

Start Time: _____ a.m./p.m. End Time: _____ a.m./p.m. Your Arrival Time: _____ a.m./p.m.

Have you tentatively reserved space for this event with Event Management? Yes No

Anticipated Location of Event: _____

**If the event takes place off campus

How will participants get to the event? Personal Vehicles Charter Bus Rented Vehicles

Walk Public Transportation Airline Other _____

Address of the event: Street: _____ City: _____ State: ___ Zip: _____

**Required if an event is off-campus / Most events off campus will require a liability waiver.

Continued on reverse.

For Events with Speakers, Performers and Films

- A film will be shown and we have a catalog summary including the company name through which the film and rights are being obtained.
- A speaker/performer is coming and we have attached a biography of the performer and a description of the content of the event.
- We are paying this performer/speaker (Contracts are recommended for paid performers).
Estimated cost: \$ _____ Agent's name/phone #: _____
- This performer is affiliated with Marquette.
How? _____

For Fundraisers

How are you raising funds? _____

Donations will be solicited from:

- Alumni
- Local Businesses
- Students
- Other:

If donations are to be solicited, a copy of the letter and a list of individuals or businesses must be attached and approved by University Advancement and the Office of Student Development prior to solicitation.

Who will the funds benefit?

- We are collecting money for our organization
- We are raising money for an off campus organization and we have attached a copy of their IRS 501 (c) (3) form.

Name of this organization: _____

We are selling tickets or products

- Sale price of product \$ _____ Product description _____
- Admission or ticket price \$ _____

Additional Information

- We are printing on items (t-shirts/mugs/etc.).

Attach your design for approval from the Office of Student Development before printing.

- We are serving food.

For safety reasons and in observance of food, health, and safety laws and regulations, no organization is permitted to provide its own food/beverages for events occurring in residence halls, the AMU, East or West Towne Square, Union Sports Annex or Brew coffee shops. All food and beverages for these locations must be obtained through University Dining Services.

For Office Use Only

Date received: _____

- Waiver Required Waiver Sent
- Approved Not Approved
- Approved with adjustments: _____

Signature of Dean of Student Development or designee:

Date Notified: _____ File Number: _____

**Questions about planning your event? Stop by or call 288-7205 - we are here to help!
Please return to the Office of Development, AMU 121**