



# Scheduling/Fund-Raising Request Form

ALL requests must be complete 7 working days prior to event

Club Name: \_\_\_\_\_

Your Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Advisor: \_\_\_\_\_ Signature: \_\_\_\_\_

(An Advisor must be present at event)

Events: \_\_\_\_\_ Date(s): \_\_\_\_\_

List multiple dates for consistent meetings or activities.

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Anticipated # of Attendees: \_\_\_\_\_

Desired Location: \_\_\_\_\_  On Campus  Off Campus

Details: \_\_\_\_\_

## **Student Center Scheduling: Check BOXES that apply & obtain required signature**

Student Center Scheduling: Leslie Farnsworth, 863.8612, SC103 \_\_\_\_\_  
Signature Required for Approval

The Zone (Tables): Grant Flygare, 863.8682, SC 102b \_\_\_\_\_  
Signature Required for Approval

Office of Student Activities, 863.8378, SC 105r or 105c \_\_\_\_\_  
Signature Required for Approval

Equipment in Student Center: Clay Allred, 863.8869, SC103A \_\_\_\_\_  
Signature Required for Approval

Equipment Requested: \_\_\_\_\_

Ragan Theater: John Bullock, 863.8799, SC210 \_\_\_\_\_  
Signature Required for Approval

## **Scheduling ALL other areas on Campus: Check BOXES that apply & obtain required signature**

Campus & Activity Center: Connie Bond, PL-CTR, 863.8883, fax 224.6405 \_\_\_\_\_  
Signature Required for Approval

McKay Events Center: Mark Hildebrand, 863.8767 \_\_\_\_\_  
Signature Required for Approval

## **Fund Raising Approval:**

Bookstore: Louise Bridge, 863.8689, SC102B \_\_\_\_\_  
Signature Required for Approval

Items approved to be sold: \_\_\_\_\_

Dinning Services: (food for event) Val Brown, 863.8664 or 8762, SC201 \_\_\_\_\_  
Signature Required for Approval

Food  Event \_\_\_\_\_

University Marketing: Mike Maughan, 863.8866, AB113, fax 863.8343 \_\_\_\_\_  
Signature Required for Approval

(Media advertising or invitations to politicians) \_\_\_\_\_

## **Contact the following Departments as advised:**

ALL special event requests must be complete 14 working days prior to event

Motor Pool / Fleet Operations: Kassie Richins, 863.8720, PC, fax 863.7379 \_\_\_\_\_  
Signature Required for Approval

Director of Public Safety & Parking: John Brewer, 863.8320, GT 331, fax 863.7079 \_\_\_\_\_  
Signature Required for Approval

**Clubs Office – LC 101a, 863-8820 Ambassadors 863-8618 Fax 863-7229**

NOTE...campus calls require the extension only – i.e.: ext. 6750

Once Signatures are obtained, return for approval to Club Officers in LC 101a or Club Director in SC 105e  
 Approval  Not Approved Signature: \_\_\_\_\_