



## Division of Student Engagement

**Office Use Only!**

**Date Submitted:**

\_\_\_\_\_

# Activity/Event Form

Please Note the Following:

- The college reserves the right to cancel a reservation for special and/or unforeseen circumstances, although every effort will be made to honor scheduling.
- The requestor will receive a signed copy of this form once approved.
- To avoid any delays in processing and receiving approval for your program, complete each line as indicated. Incomplete forms will not be processed.
- All forms must be submitted to the Division of Student Engagement at least two weeks prior to the event. Any forms submitted after this time may not be scheduled due to improper notice.

## Requestor Information

Name of Organization

Name of Requestor

Requestor's contact number

Email address

If you are associated with a CCC Club/Organization, please list the advisor's name and email above

Name of facility requested, *1<sup>st</sup> choice*

*2<sup>nd</sup> choice*

*Please note, any event that exceeds the normal operating hours of the college will require Campus Safety to be present.*

Date of event/activity

Time, starting and ending

Event Title

Expected Attendance

Intended Audience

Required set up items and quantity, *chairs and tables needed.*

*Please note that we can provide tables and chairs. Please bring your own computer, projectors, and other items needed for the success of your event.*

Please describe the purpose of this event and how it will benefit Coahoma students/community (use an attachment if necessary):

Type of event:  Meeting  Guest Speaker  Presentation  Party  Experience Event  Reception  
 Other, please describe \_\_\_\_\_

Will money be collected at this event?  Yes  No How? \_\_\_\_\_

Who will collect the revenue from this event? \_\_\_\_\_

Will campus safety be needed for this event?  Yes  No

### Signatures

Director of Student Engagement

Date

Requestor

Date

Asst. Director of Student Engagement

Date

Student Activities Coordinator

Date

Director of Campus Safety, *if needed*

Date

Club/Organization Advisor, *if applicable*

Date