

Event Planning Form

STUDENTS please use the form below as a guide for planning your event.

Give this planning form to your advisor as a guide to requesting an event not sponsored by Student Activities or SGA.

Activity Request forms must be submitted by an Advisor to request approval for an activity.

Date: _____

Student contact _____

Student E-Mail _____

Faculty/Staff Advisor Responsible _____

Is this a fund raiser for your Club or Organization?

Yes No

Are you planning any solicitation or off campus sales in order to conduct your event? Yes No

Have you contacted the CCC&TI Foundation office for permission?

Yes No

Please consult the [Fund raising guidelines for Clubs and Organizations](#).

WHO: What Club or Organization?

WHAT: Describe type of event.

WHEN: Date and times of event

WHERE: Location of the event

WHY: purpose of the event
