Event Form Policy for Student Organizations
(additional updates TBA for 2018-2019)

- Event Request Forms must be completed as noted on the form. They must be submitted a minimum of 14 days prior to the anticipated event.

- Each event, program, flyer, etc. requires an Event Request Form to be submitted to the Office of Student Activities (form can be completed and printed from the Events and Conference Services website).

- A copy of each flyer distributed must be submitted to the Office of Student Activities for approval. All advertisements must have an official approval stamp from the Office of Student Activities.

- All events must have an Advisor present or they will be subject to cancellation. Some events will require more than one Advisor depending on the size of the anticipated audience and whether or not money is being exchanged.

- Cancellations of events must be made no less than seven days in advance of the event. In the case where the University has incurred any cost due to the failure to notify the Office of Student Activities of a cancellation, the cost will be charged to the organization and/or future events will be subject to cancellation/denial.

- Upon changing advisors or officers, a new form must be completed for the organization’s packet. Non-documented advisors or officers will not be recognized.

- Event Request Forms for events/programs/flyers etc. may only be submitted during the academic year in which the event occurs.

- All flyers should be removed the first day after the event has taken place.

- Security may be required for some events. Organizations will be notified in advance once event form has been received and reviewed.

- Special events, i.e. Homecoming, have additional requirements/fees that are outlined separately.