

##  Event Registration Form

* Authorized student organizations planning an entertainment activity, project, or fundraising activity must complete and submit this form to the Office of Student Affairs for approval prior to advertising for the event.

**Timelines for Event Registration Forms: 6 weeks for SGA Funding, 1 month for Student Organization Account Funding, 2 weeks out with no requested funding.**

* If organization would like flyers posted on University-managed bulletin boards, all advertising materials, with the appropriate number of copies (30), must be submitted at least ONE WEEK prior to the event. These will be stamped with a “post until” date and posted around campus for you. Student organizations are allowed a half-sheet if one group is sponsoring, or a full sheet if two or more groups are sponsoring.
* For advertising on the RSU website, please email an electronic copy of the sign/poster to studentactivities@student.rsu.edu at least 10 DAYS prior to the event.
* Documentation of the room reservation for the event must be attached to this form.

*Note: \*\*****Simply submitting a campus event form does not automatically approve the event. It is your responsibility to call the Office of Student Affairs at 918-343-7579 to verify that the event has been approved.***

Club/Organization: Event Name:

Contact Name: Contact Email:

Date/Time of Event: Contact Phone Number

Event Location: Estimated Attendance:

Describe the event (this description may be used for the bi-weekly newsletter – please be thorough):

What goals do you plan to achieve from this event?

Will flyers/posters be submitted to the Student Activities Office at least one week prior to the event? Yes or No

Will an electronic copy of the flyer be emailed (studentactivities@student.rsu.edu) 10 days prior to the event? **Y/N**

Is this event open to all students? **Y/N**

Will flyers/posters be submitted to the Office of Student Affairs at least one week prior to the event? **Y/N**

Should we include your contact information above with information on the RSU Website? **Y/N**

Do you plan to chalk for this event?? **Y/N**

*Note*: all physical plant needs (e.g. tables and chairs) and food service requests need to be arranged by your organization or club’s advisor. If you have questions, please contact the Office of Student Affairs at 343-7579.

Members of the organization must restore the area to its original and proper condition.

Organization Representative Date Organization Advisor Date

*Date Submitted: Approved*

 *Received By: Not Approved*

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 *Student Affairs Representative Revised 5/15*