



CLUB ACTIVITY PROPOSAL FORM

NOTICES

- **All club activities including events and fundraisers must be initiated with this form.**
- All club activities must be approved **in advance** by the Director of Student Activities & Cultural Events.
- Activities' staff is responsible for contacting Scheduling and obtaining approval signatures on the club's behalf.
- This form must be submitted to the Activities office (C109) at least **five business days** prior to most activities and **two weeks** prior to those requiring food or linens from Dining Services.
- Clubs must follow College policies, procedures, and timelines.
- Contact the Activities office at Ext. 8287 for more information.

CLUB:			
DESCRIPTION OF ACTIVITY:			
TARGET AUDIENCE:		ANTICIPATED ATTENDANCE:	
LOCATION OF ACTIVITY:			
DATE OF ACTIVITY:			
START TIME:	END TIME:	SETUP TIME:	BREAK DOWN TIME:
CUSTODIAL SERVICES & EQUIPMENT (CHECK ALL THAT APPLY):			
<input type="checkbox"/> Table with 2 chairs (info table only)	<input type="checkbox"/> Extension cord	<input type="checkbox"/> Stage, size _____	
<input type="checkbox"/> 36" round tables	<input type="checkbox"/> Dry erase board	<input type="checkbox"/> Side curtains	
<input type="checkbox"/> 60" round tables	<input type="checkbox"/> Easel	<input type="checkbox"/> Flags	
<input type="checkbox"/> 8' rectangle tables	<input type="checkbox"/> Floor lectern	<input type="checkbox"/> Tent (30x30)	
<input type="checkbox"/> Chairs	<input type="checkbox"/> Table lectern		
Other _____			

MEDIA DISTRIBUTION SERVICES & EQUIPMENT (CHECK ALL THAT APPLY):			
<input type="checkbox"/> TV monitor	<input type="checkbox"/> Projector – overhead	<input type="checkbox"/> Computer	<input type="checkbox"/> Microphone
<input type="checkbox"/> VCR	<input type="checkbox"/> Projector – LCD	<input type="checkbox"/> Internet access	<input type="checkbox"/> Mic - cordless
<input type="checkbox"/> TV/VCR combo	<input type="checkbox"/> Projector – slide	<input type="checkbox"/> Phone access	<input type="checkbox"/> Mic - lavalier
<input type="checkbox"/> DVD player		<input type="checkbox"/> Satellite access	<input type="checkbox"/> Sound tech
<input type="checkbox"/> Video screen			
Other _____			

