

Student Organization Event Approval Form

All events sponsored by students, student organizations, or the SBA require the approval of the Assistant Dean for Students. To request permission to schedule an event, complete this form and submit it to the Student Services Office no less than one week prior to your event. The Assistant Dean for Students will provide written notification of the decision to the organization.

Name of Group Sponsoring Event: _____

Purpose of Event: _____

Date of Event: _____
Event Start Time: _____
Event End Time: _____

Event Location: _____

of Attendees: _____

Planning Committee
(Please print names of all students planning event)

Clean Up Committee
(Please print names of all students responsible for clean up)

Menu

FOOD: _____

BEVERAGES: _____

NAMES OF BARTENDERS: _____

QUANTITY OF ALCOHOLIC BEVERAGES: _____

Events Held on the Pierce Law Campus Must Follow These Requirements:

1. Events where alcohol is to be served must first be discussed with the Asst. Dean for Students.
2. Upon approval, events serving alcohol must provide two responsible bartenders who will not consume alcohol.
3. Clean up must occur immediately following the event. **A cleanup fee may be assessed to groups who do not clean up after their event. The fee will be determined based on the cost of clean up.**
4. Organizers of an event must notify the Business Office, so that security is available during and after the event.

I hereby certify that our organization will abide by all event policies.

Student Name: _____ Title (In Organization): _____

Signature: _____ Date: _____

Event Decision: _____ Date: _____

Assistant Dean for Students Signature: _____