**Club/Organization Campus Event/Activity Form**

**Club/Organization Name:** Click here to enter text.

**Club Advisor(s):** Click here to enter text.

**Date:** Click here to enter a date.

**Name of Campus Event/Activity:** Click here to enter text.

**Description:** Click here to enter text.

**Date(s) of Event:** Click here to enter a date.

**Projected # of Students:** Click here to enter text.

**How will this event benefit SCTCC students?** Click here to enter text.

**Where will this event be held?** Click here to enter text.

**Is a campus room reservation needed? ❑ Yes ❑ No**

**If yes, please have your club advisor reserve the room for this event.**

**Write the reserved room number here:** Click here to enter text.

**Is special equipment (computer, projector, microphone, etc.) needed for this event? ❑ Yes ❑ No**

**If yes, please have your club advisor reserve needed equipment along with the room reservation.**

**What equipment is needed?** Click here to enter text.

**Are tables and chairs needed for this event? ❑ Yes ❑ No**

**If yes, please have your club advisor contact Maintenance and submit a request.**

**How many tables and chairs are needed?** Click here to enter text.

**Are you serving food at this event? ❑ Yes ❑ No**

**If yes, please contact Auxilary Services (Consolidated) to obtain a quote (please attach quote)**

**Is a contract needed for this event (lecturer, presenter, speaker, musician, etc.)? ❑ Yes ❑ No**

**If yes, please contact the Administrative Assistant for Student Affairs (Kim Wehlage) and work with her to set up the contract (please attach contract).**

**What supplies (if any) are needed for this event?** Click here to enter text.

**Club President Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_**

**Club Advisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_**

**\*This form must be completed and submitted at least 10 business days prior to the event/activity date\***

 **(For Office Use Only)**

**Date Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Campus Life Director Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_**

**Comments:**

**Campus Event/Activity**

**General Policies and Procedures**

1. Club/Organization discusses and decides what type of event/activity they would like to host/sponsor.
2. Club/Organization completes the Campus Event/Activity Form and submits it to the Campus Life Director at least 10 business days prior to the event/activity. Be sure to attach all required documents specified in the form.
3. To reserve a room on campus, club advisor(s) can go to the SCTCC website under:
* Upper Right Dropdown Menu > Information for Faculty and Staff > [Reserve a Room/View Room Schedule](https://sctcc.bookitadmin.minnstate.edu/Default.aspx?_ga=2.72777232.2054351387.1575207642-1189253921.1571152691)
* Or directly to: <https://sctcc.bookitadmin.minnstate.edu/Default.aspx?_ga=2.91536986.1134217974.1623679369-913126646.1590525544>
* If special equipment (computer, projector, microphone, etc.) is needed, please reserve along with the campus room.
1. To reserve tables and chairs, club advisor(s) will need to contact Maintenance and submit a request.
2. To order food, club advisor(s) will need to go to Auxiliary Services (Consolidated Management, Inc.) to obtain a quote: <https://webapps.sctcc.edu/maintenance/cgi-bin/food/new_request.pl> and then electronically submit a Purchase Requisition (the quote will be needed as documentation when submitting a PO).
3. If a contract is needed (lecturer, presenter, speaker, musician, etc.), please contact the Administrative Assistant for Student Affairs (Kim Wehlage) and work with her to set up the contract.
4. To advertise the Campus Event/Activity, please contact the Campus Life Director SCTCC’s Marketing Department (Kate Wallace) and work directly with them on design and details.
5. All Campus Events/Activities must adhere to SCTCC’s policies and procedures.