GHC STUDENT LIFE EVENT FORM

The following information is REQUIRED and must be turned in to Office of Student Life
AT LEAST TWO (2) WEEKS IN ADVANCE

1. Date Submitted: ____________________________

2. Name of event/performers: ____________________________

3. Description of event (attach additional sheets as needed): ________________________________________________

4. Organization /club/department sponsoring event: ________________________________________________

5. Preferred Campus location for event: ________________________________________________

6. Date & Time slot(s) the event will take place: ________________________________________________

7. SET UPS REQUESTED - Check needs and indicate amounts. (Submit sketch of layout if possible).
   A. Stage ______
   B. Sound system ______
   C. TV/DVD ______
   D. Tables ______ Number _____ Style _____
   E. Chairs ______ Number _____
   F. Podium ______
   G. Other needs ______ Explain __________________________

IMPORTANT: While requests for equipment above will be submitted by the OSL, it is your group’s responsibility to set up and tear down the equipment before and after the event.

8. FOOD REQUEST –
   A. Type of food planned: ________________________________________________
   B. Source of food: ________________________________________________
   C. Estimated cost of food: ________________________________________________
   D. Expected attendance: ________________________________________________
   E. Anticipated Per Diem amount: ________________________________________________
   F. Method of payment for food purchase: ________________________________________________

   Approved: ______ Denied: ______ Signature: __________________________ Date: __________

9. PUBLICITY/DOCUMENTATION – Check those submitted/used. A, B, D, or E are required with request of food purchase.
   A. Flyer ______
   B. Poster ______
   C. Banner ______
   D. E-mail ______
   E. Guest List/Attendees ______
   F. Other ______

   Submitted By: __________________________ _______ / ____ / ______
   (Print Name) (Date)
   __________________________ E-mail: __________________________
   (Signature)