

GHC STUDENT ENGAGEMENT 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: _____
3. Description of event (Description should address how this event will further the development & education of students; attach additional sheets as needed): _____

4. Organization /club/department sponsoring event: _____
5. Preferred Campus location for event: _____ 6. Room/Facility: _____
7. Date & Time slot(s) the event will take place: _____
8. **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.

9. 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: _____
- G. Reason food is being provided: _____
- H. How many food events will this group hold this academic year? _____

Approved: _____ Denied: _____ Signature: _____ Date: _____

10. PUBLICITY/DOCUMENTATION – Check those submitted/used. A, B, D, E or F are required with request of food purchase.

- A. Flyer _____
- B. Poster _____
- C. Banner _____
- D. E-mail _____
- E. Guest List/Attendees _____
- F. Meeting Agenda _____
- G. Other _____

OSL USE ONLY

Approved: _____

Denied: _____

Notes: _____

Submitted By: _____
(Print Name)

_____/_____/_____
(Date)

(Signature)

E-mail: _____