Student Activities Event & Fundraising
Pre-Planning Form

The Pre-Planning Form should be submitted at least fourteen (14) days in advance of your event. This form is required by all student organizations coordinating on our off-campus events. This form must be completely filled out and turned in to the Student Activities Office. Upon receipt, the request will be reviewed by the appropriate offices on campus. Upon completion of review, the Student Activities Office will contact the advisor and student president of the organization with approval or for additional information. Facilities must be requested and approved prior to submitting this form. No exceptions.

Please keep in mind that all activities should be consistent with Lee College policies and procedures, as well as the mission/purpose of your organization.

General Contact Information

Name of Organization/Club: ______________________________________________________________________________
Submitter Name: _______________________________________________________________________________________
Position in Organization/Club: _____________________________________________________________________________
Phone Number: _________________________________________________________________________________________
Email Address: __________________________________________________________________________________________
Advisor Name: __________________________________________________________________________________________
Phone Number: _________________________________________________________________________________________
Email Address: __________________________________________________________________________________________

Description of Event

Title of Event: ___________________________________________________________________________________________
Event Start Date and Time: ________________________________________________________________________________
Event End Date and Time: _________________________________________________________________________________
Event Location: _________________________________________________________________________________________
Backup Location (for outdoor events): _____________________________________________________________________
What are the goals of this event? _______________________________________________________________________
How does this help to achieve the mission/purpose of your organization? _________________________________________
Event Details

Is this event open to the entire student body? ________________________________________________________________

Is this a fundraising event? (If so, please provide details) ________________________________________________________
______________________________________________________________________________________________________

Please describe the activities you are planning for this event: ___________________________________________________
______________________________________________________________________________________________________
______________________________________________________________________________________________________
______________________________________________________________________________________________________

How is your organization/club staffing the event (setup, implementation, cleanup, etc.)? ____________________________
______________________________________________________________________________________________________
______________________________________________________________________________________________________
______________________________________________________________________________________________________

Will your organization need tables, chairs, electricity, etc.? Please be specific on what is needed and how many: __________
______________________________________________________________________________________________________
______________________________________________________________________________________________________
______________________________________________________________________________________________________

How are you marketing this event? _________________________________________________________________________
______________________________________________________________________________________________________
______________________________________________________________________________________________________

Remember that in order to display ANY type of advertisement on campus your organization/club must have the physical flyer
approved and stamped in the Student Activities Office or Dean of Student Affairs Office. Event advertisement must be taken
down within two (2) days of event or your organization will lose displaying privileges. Also, any money fundraised at this event
must be deposited to your organization/club’s account within one (1) week of event.

Organization/Club Advisor: _____________________________________________________________________________

Student Government President: _________________________________________________________________________

Student Activities Coordinator: _________________________________________________________________________

Date Submitted for Review: _____________________________________________________________________________