

# 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: _____
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