



**Student Life and Leadership
Student Organization
EVENT PROPOSAL**

Name of Organization:	
Event:	
Date:	
Time:	
Location:	
Theme:	
Expected Attendance:	
Benefits:	
Cost of Ticket Sales:	
Program Description:	
Student Learning Outcome:	

Signature of Advisor

Signature of President

Date Received

*Signature of Assistant Director
or Director of Student Life*

Action Taken: Approved ___ *Denied* ___

Reason(s) for Denial:

EVENT PROPOSAL

This form should be completed by every student organization and submitted for approval by the Office of Student Life and Leadership for an event on-campus or off-campus. Please attach additional forms (fundraiser forms, rosters, waiver forms, etc.) as needed.

Please note that Campus Police will not approve an event if this form has not been submitted and approved by the Office of Student Life and Leadership. Improperly filled out forms will cause your paperwork to be delayed or denied. Please review the university's calendar or contact the office regarding available dates for events.

NOTE: NO events will be approved during University-wide events. (Example: Back-to-School Week, Homecoming Week, Bulldog Fest Week, etc.)