



Student Involvement

CAMPUS EVENT REQUEST AND AGREEMENT FORM

TODAY'S DATE: _____

ORGANIZATION NAME: _____

APPLICANT: _____

PHONE: _____ EMAIL: _____

AREA REQUESTED: _____

DATE(S) REQUESTED: _____

NAME OF EVENT: _____

EXPECTED ATTENDANCE: _____

PARTICIPANTS: Fresno State Students Only Visitors/Guests Included

EVENT TIME: _____ SET-UP TIME: _____ CLEAN-UP TIME: _____

FOOD: Yes No FOOD PROVIDED BY: _____

CLEAN-UP/DAMAGE:

Groups that use the facility are responsible for leaving the area in satisfactory condition and must accept responsibility for any damage or loss incurred as the result of its use. Damaging the grounds or leaving the grounds in an unusually dirty or disorderly condition may result in the organization being billed for the cost of restoring the facility to its normal condition. Extensive damage will also result in denial of future facility use. Failure to comply with conditions set by Event Planning Committee may result in denial of future facility use.

By signing below, your organization agrees to the information listed above.

Signature of Applicant

Date

Signature of Advisor

Date

OFFICE USE ONLY

Reference # _____

Emailed Form on _____

Event Review Committee Meeting Date: _____

Date Approved: _____



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CAMPUS EVENTS CHECK LIST

1. Detailed description of event: _____

2. Is your organization sponsoring this event for an off-campus organization? Yes No
If yes, list name of organization and what they are providing? _____

3. How are you promoting your event? _____

4. Do you have event flyers/brochures? Yes No If yes, please submit it with this form
5. Will food be served or given to participants? Yes No
If yes, where is food from? Food Services Potluck Donation
Other: _____
6. Will there be information booths/tables? Yes No
If yes, how many? _____
7. Will there be vendor booths? Yes No
If yes, how many and what will they be selling? _____

- Are you charging the vendors? Yes No
8. Will there be vehicle displays or RV's? Yes No
If yes, how many? _____
9. Will electricity be needed? Yes No
10. Will there be performers or music? Yes No
11. Will there be any large exhibits? Yes No
If yes, please describe: _____

12. Other information about your event: _____

