

## Activity Registration Form

This form must be completed and submitted to the Office of Student Activities (1M4) a minimum of two weeks prior to the date of the scheduled event.

Name of Activity: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Organization or Group Leader responsible for this activity \_\_\_\_\_

Date of Activity: \_\_\_\_\_ Time of Activity: \_\_\_\_\_

Location: \_\_\_\_\_

Expected Number in Attendance: \_\_\_\_\_

Description of Activity: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Purpose of Activity: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Outside Speaker(s): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

NOTE: All formal contracts must be submitted to the Office of Student Activities for approval and signed by the Vice President of Administrative Services to be considered official.

\_\_\_\_\_  
Organization Advisor Signature

\_\_\_\_\_  
Date

