

## Program Request Form A.T. Still University - Arizona Campus

<b>I. Required Information</b>		
a.	Name of organization:	
b.	Student chairperson of activity:	
	Phone #:	Email:
c.	Treasurer Officer :	
	Phone #:	Email:
d.	Name of organization's financial institution where proceeds will be deposited:	
e.	Name of co-sponsoring student organization(s), if any:	
<b>II. Event Information</b>		
a.	Description of activity: Fundraiser _____ Sales _____ Donations/Collection Box _____ Description:	
b.	Proposed item(s) for sale or to be collected. Include example of artwork/design. ATSU logo'd items must have the University name spelled out "A.T. Still University" not "ATSU."	
c.	Proceeds and profits to go to?	
d.	Date(s) and Time(s) of activity:	
	Location(s) you wish to use for the event:	
	<b>Events held after 6 pm, at any location, requires a staff member or advisor who will be present for the entire event.</b> Provide name of staff member or advisor attending:	
<b>III. On Campus Events</b>		
e.	Do you require tables, chairs, power chords, etc.? <b>(Please complete and attach an Event Registration Form to reserve rooms, lobby, lounge, tables/chairs, power, etc.)</b>	
f.	Do you require a portable amplifier system and speakers? If so, PA equipment can be reserved with the LRC.	
g.	<b>For weekend events only:</b> A mandatory \$172.00 will be charged for restroom facilities cleaning. Organizations that choose to remove their own trash <b>will not</b> be charged a \$45.00 fee in addition to the mandatory cleaning fee.	
<b>IV. Off Campus Activities</b>		
i.	If the event is held off campus please provide the following information.	
	Date(s) and Time(s) of activity:	
	Location(s) you wish to use for the event:	
	Provide name of staff member or advisor attending (mandatory):	
<b>V. Name and signature of event chairperson</b>		
Printed Name:		Signature: (to sign electronically, type the first part of your ATSU email address; i.e. "jdoe")
		Date:

**Submit to the Office of Student Services or email form to:**  
[DTSmith@atsu.edu](mailto:DTSmith@atsu.edu)

**Marketing Resources**

1. Submit an email announcing your event at least 3 days before the event date to [DTSmith@atsu.edu](mailto:DTSmith@atsu.edu) - once approved, the email will be posted to the Campus Blog.
2. Lobby Plasma Screen - to better advertise your event on campus, submit a 2-slide PowerPoint presentation to [DTSmith@atsu.edu](mailto:DTSmith@atsu.edu) at least 5 days before your event - once approved, the presentation will be put on the display.

**Updated: 9/10/2009**