

Abraham Baldwin Agricultural College Student Activities Program Request

1. Provide all information requested below.
2. Attain signatures of Club President and Club Advisor.
3. Request location electronically through www.abac.edu/scheduling. **Attach sample advertising and printed e-mail confirmation of location request to this Program Request Form. In Name of Event, enter "Club Name:" before the name of the event, i.e. SGA: Fall Carnival.**
4. Obtain signatures of ABAC Police (Weltner Hall), Dean of Students (Bernice Hughes, Town Hall), and Director of Student Activities (Kris Liebegott, Town Hall).
5. Submit completed form to the Administrative Associate for the Office of College Advancement (Bobbie Baldree, Alumni House) at least 7 days prior to the event. Keep a copy for your club's records!
6. Congratulations! Your event has been scheduled!

Name of Club/Organization: _____

President Name: _____ Email: _____ Phone Number: _____

Advisor Name: _____ Email: _____ Phone Number: _____

Name of Program: _____ Date(s): _____

Start Time: _____ End Time: _____

Explanation of Program: _____

Will there be a non-ABAC affiliated guest entertainer or speaker? Y N

If yes, please provide name and contact number:

Speaker Name: _____ Phone Number: _____

Location(s) of event: _____

Advertising Attached: Y N

Utilize opportunities with WPLH, The Stallion, and Student E-Mail Announcements.

Statement of Agreement to Financial Conditions: We, _____, agree to assume all financial responsibilities associated with this event.

President Signature: _____ Advisor Signature: _____

	Approved	Denied	
ABAC Police	<input type="checkbox"/>	<input type="checkbox"/>	_____ Date _____
Director of Student Activities	<input type="checkbox"/>	<input type="checkbox"/>	_____ Date _____
Dean of Students	<input type="checkbox"/>	<input type="checkbox"/>	_____ Date _____