

**Contra Costa Community College District
Contra Costa Community College**

CLUB ACTIVITY / EVENT REQUEST FORM

Applicant's Name	Phone Number	Email
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Name of Club	Date of Event	Time of Event
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Location:

Where will this event take place (please select one):

- | | | |
|--|---------------------------------------|--|
| <input type="checkbox"/> Fireside Room | <input type="checkbox"/> Cafeteria | <input type="checkbox"/> Recreation Room |
| <input type="checkbox"/> ASU Chambers | <input type="checkbox"/> Amphitheater | <input type="checkbox"/> QUAD |
| <input type="checkbox"/> Other: _____ | | |

Activity / Event Title: _____

Purpose of Activity / Event: _____

Description: _____

Is this a public event Yes No
Estimated number of attendees _____

Will this event have an admission fee Yes No
If yes, what is the cost of admission \$ _____

Does your club need a cash box Yes No

Will food be served? Yes No
Prepackaged Yes No
From Restaurant Yes No

**Serving food from a restaurant requires you to attain a copy of their health permit.
(YOU MUST ATTACH A COPY TO THIS FORM)**

ITEMS TO SELL: _____

GIVEAWAYS: _____

**YOU MUST SUBMIT THIS FORM FOR APPROVAL TO THE STUDENT LIFE DEPARTMENT AT LEAST TWO WEEKS
PRIOR TO THE DATE OF YOUR EVENT. IF YOU DO NOT ADHERE TO THIS DEADLINE YOUR EVENT REQUEST
FORM WILL BE CONSIDERED INCOMPLETE AND YOUR EVENT WILL BE CANCELED.**

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Is this event a fundraiser? Yes No
*If yes, please fill out the **FUNDRAISING FORM***

Have you made a flyer for this event Yes No
If yes, submit a copy along with this form. Flyers must be approved before posting.

Have you made a banner for this event Yes No
If yes, submit a copy along with this form. Banners must be approved before posting.

Have you contacted the Advocate Yes No
If you would like the advocate to cover your activity / event, email aeditor@contracosta.edu

Will this event require an email blast Yes No
If yes, you must include all of the information you would like to be included in the email blast (include date, time, location, description of event, etc.)

FOR OFFICE USE ONLY:		
Club Advisor's Approval	Ext.	Date Submitted
Student Life Approval		Date Approved

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