

ANDREWS UNIVERSITY ACTIVITY REQUEST FORM

Required of All Student Clubs, Organizations, and Student Associations

- Return this form to the Student Services Office at least **two weeks prior** to an event.
- All campus-wide and/or advertised activities require approval.
- Routine organizational meetings and events do not require approval except if off-campus and overnight.
- All events are to be planned with the oversight of the sponsor in accordance with University guidelines.
- Sponsors are to be present at all student organization functions.

STEP 1: Event Description

Club/Organization _____

Event Date _____ Time _____ ☐ Recurring event (attach schedule)

Activity Title _____

Activity Description _____

STEP 2: Please check all that apply to your event. Fill in the requested information.

☐ **On-Campus Event**

Proposed Building/Room # _____

☐ **Off-Campus Event**

Proposed Venue _____

Address _____

☐ **Overnight Stay** (see attached *Activity Guidelines*)

☐ Hotel ☐ Home(s) ☐ Camping ☐ Other _____

Lodging Address _____

☐ **Travel** (see attached *Activity Guidelines*)

☐ AU Transportation ☐ Personal Vehicles ☐ Airlines ☐ Other _____

☐ **Presenter** (see attached *Activity Guidelines*)

☐ AU ☐ Guest

Presenter _____ Title/Role _____

☐ **Entertainment** (see attached *Activity Guidelines*)

☐ Musical Performer Name _____ ☐ AU ☐ Guest

☐ Comedian Name _____ ☐ AU ☐ Guest

☐ Movie Title _____ Rating _____

☐ Fashion Exhibition

☐ Student Talent Exhibition

☐ Other _____

STEP 3: Sponsor Agreement and Approval

- I agree to oversee the planning of this event and to ensure that all programming is in accordance with the Christian values and expectations of Andrews University (see attached *Activity Guidelines*).
- I ☐ will ☐ will not be present at this event.
- If you will not be present, please list the name of faculty/staff member who will attend

Sponsor's Signature

Date

STEP 4: Student Services Approval

Assistant to the Vice President for Student Services

Date

STEP 5: Secure Campus Services

Registered student groups can use a copy of this completed form to:

- Reserve campus facilities from Building Managers
- Rent audio/visual equipment from Social Recreation
- Arrange for transportation from Andrews Transportation
- Securing promotional rights from Student Life and AUSA publications