

**CENTER FOR STUDENT INVOLVEMENT  
EVENT PLANNING & SCHEDULING FORM FOR CLUBS & ORGANIZATIONS**

**\*\*This form MUST be fully completed & approved, a minimum of 4 weeks in advance for any club/org event (except for regular club/org meetings) or travel. There are no exceptions.\*\***

*(Please print clearly)*

**SCHEDULING INFORMATION**

Date(s) of Activity \_\_\_\_\_ Sponsoring Club/Org \_\_\_\_\_

Event Start Time: \_\_\_\_\_ AM / PM Event End Time \_\_\_\_\_ AM / PM

Space Access needed from \_\_\_\_\_ AM / PM until \_\_\_\_\_ AM / PM

Name and Description of Event/Travel \_\_\_\_\_ Estimated Attendance \_\_\_\_\_

How does this event/travel advance the mission of your club/org at Harper College?

\_\_\_\_\_

How does this event/travel benefit your club/org and/or Harper College?

\_\_\_\_\_

Location of Activity: 1<sup>st</sup> Choice \_\_\_\_\_ 2<sup>nd</sup> Choice \_\_\_\_\_

Event Contact \_\_\_\_\_ Email \_ Phone \_\_\_\_\_

\_\_\_\_\_ Alternate Number \_\_\_\_\_

Are you serving/selling Food? YES / NO (please circle) If yes, Vendor Name \_\_\_\_\_

Please list any AV or Equipment Needs (*Student Involvement Coordinator liaison will submit all requests*):

\_\_\_\_\_

**FINANCIAL INFORMATION**

Will money be spent? YES / NO

Will money be collected? YES / NO

Will items be sold? YES / NO

Will contract(s) be involved? YES / NO

Will an admission fee(s) be charged? YES / NO

If yes, price per person: \$ \_\_\_\_\_/person

**BUDGET INFORMATION**

Projected Income \$ \_\_\_\_\_

Projected Expenses \$ \_\_\_\_\_

Current Balance in Club/Org Account \$ \_\_\_\_\_

**(CONTINUED ON BACK)**

**Student Involvement  
A336 • 847.925.6242**

**IMPORTANT:** The following signature indicates that the advisor has agreed to the terms for approval of an event. The advisor or faculty/staff proxy will be present at the entire event, will be responsible for any money management and cash handling at the event and for the deposit of all funds under the guidelines of the Business Office.

Advisor Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Advisor Contact Information: Email \_\_\_\_\_ Phone \_\_\_\_\_

*NOTE: All generated funds must be deposited into the club/organization Harper College Account in the Business Office, A214 immediately following the conclusion of the event, unless other arrangements have been made with a Business Office representative.*

**WHEN COMPLETE, SUBMIT FORM TO STUDENT INVOLVEMENT, A336**

**OR SUBMIT VIA INNER OFFICE MAIL TO: CSI (A336) – Event Scheduling Request**

**For Office Use Only. Do Not Write Below This Line.**

**Signatures are required to receive approval for the event.**

Form Received by \_\_\_\_\_ Date \_\_\_\_\_

*Center for Student Involvement, A336*

Student Involvement Coordinator/Director Approval \_\_\_\_\_ Date \_\_\_\_\_

*Signature*

Coordinator/Director sent event information to Marketing & Staff \_\_\_\_\_ Date \_\_\_\_\_

Initials

Coordinator/Director submitted FAMIS request \_\_\_\_\_ Date \_\_\_\_\_

Initials

Coordinator/Director submitted AV request \_\_\_\_\_ Date \_\_\_\_\_

Initials

Is there a need for extra security? YES / NO

Explanation \_\_\_\_\_

Student Assistant added event to Outlook Shared Calendar \_\_\_\_\_ Date \_\_\_\_\_

Initials

Student Assistant filed form in Event Binder \_\_\_\_\_ Date \_\_\_\_\_

Initials