



Registered Student Organization (RSO) Information

RSO Name		Event Contact Name	
X Number	Email	Cell	

Event Details

Event Name:		Anticipated Attendance:	
Date(s):		Start / End Times:	
Rain Date:			
Description: <i>Please include purpose, agenda, entrance fees, ticket prices, etc.</i>			
Type: <i>W9 and New Vendor Forms are needed, if vendor information is not on file.</i> <i>All promotional filers must be approved by Student Life.</i>	<input type="checkbox"/> Event		
	<input type="checkbox"/> Speaker		
	<input type="checkbox"/> Community Service / Volunteering		
	<input type="checkbox"/> Movie/Film Showing (Viewing rights are required in order to hold the event.)		
	<input type="checkbox"/> Fundraiser – Please list Beneficiary of Proceeds:		
	<input type="checkbox"/> Other (Please list)		
Are you collaborating with another RSO or department? Please list:			
Contract needed to pay for services (e.g. speakers, entertainment):		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>We discourage you from purchasing items using your personal funds. Reimbursement checks can take up to four (4) weeks.</i> <i>Please provide a description of how funds will be used (e.g. tickets, supplies, prizes, decorations, etc.)</i>	Items needed to be purchased by Student Life for the event:		
	Additional Fund Request from Student Senate: <i>Student Senate fund requests are not to exceed \$500 per semester and cannot be used for food, fundraisers, or to be donated.</i> <u>Please do not commit funds before approval.</u>	\$	

On-Campus Event – Please fill out Section A

Off-Campus Event – Please fill out Section B

Please email completed form to StudentLife@waubonsee.edu or print and turn into the Student Life Office (STC-126 / 630.466.2369)

SECTION A

On-Campus Event						
Campus:		Preferred Room:				
Room Set Up:	# of Tables	# of Chairs	<input type="checkbox"/> Stage Required			
Describe Set Up:						
Media/Technical Needs: <i>e.g. podium, microphones, including type of microphones, laptop, projector/screen, etc.</i>						
Refreshments:	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Student Life will assist you to place the order. NOTE: Refreshment are only allowed in the following rooms: Sugar Grove: APC-110, Auditorium, STC-106, STC-120 and BDE-150 Aurora Downtown: Rooms 160 and 162 Aurora Fox Valley: Any Room Plano: Any Room					
Potential Risks: <i>Please check all that apply.</i>	<input type="checkbox"/> Highly Controversial Topic		<input type="checkbox"/> Admission Fees / Money Present			
	<input type="checkbox"/> Open to the Public		<input type="checkbox"/> Food Allergies/Health Issues			
	<input type="checkbox"/> Minors Present		<input type="checkbox"/> Higher Probability of Injury (requires liability waiver)			
	<input type="checkbox"/> Other (Please List)					
Campus Police Needed:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Amount of Starting Cash Needed:		\$	
Starting Cash Breakdown:	\$1 Bills	\$5 Bills	\$10 Bills	Quarters	Dimes	Nickels
Other Needs:						
Supervising RSO Advisor:				Cell:		

Signatures

Event Contact Signature

Date

RSO Advisor Signature

Date

SECTION B

**Off-Campus Event
(Requires Student/Participant Travel Waiver Forms)**

Location:	Name:			
	Street Address:			
	City, State ZIP:			
Departure Time:			Return Time:	
Transportation: <i>Seven (7) day advance noticed required for all vehicle rentals with a 72-hour cancellation policy.</i>	<input type="checkbox"/> WCC Van	<input type="checkbox"/> Rental Vehicle	<input type="checkbox"/> Personal Vehicle	
	<input type="checkbox"/> Public Transportation	<input type="checkbox"/> Air Transportation	<input type="checkbox"/> Other	
	Special Accommodations:			
Accommodations:	<input type="checkbox"/> Hotel:		<input type="checkbox"/> Other:	
Conference Registration: <i>Please list any applicable deadlines (i.e. early bird pricing discounts).</i>				
Traveling Advisor Name	Advisor Cell	Traveling Advisor Name	Advisor Cell	
1.		2.		
Student Name	Student Cell	Student Name	Student Cell	
1.		11.		
2.		12.		
3.		13.		
4.		14.		
5.		15.		
6.		16.		
7.		17.		
8.		18.		
9.		19.		
10.		20.		

Please note: Student/Participant Travel Waivers are due to Student Life two (2) Business Days prior to the event.

If more than 14 students will be traveling on a WCC van, a second advisor must be present and a second van should be requested.

Signatures

_____	_____
Event Contact Signature	Date
_____	_____
RSO Advisor Signature	Date

FOR STUDENT LIFE OFFICE USE ONLY

Date Received: _____

Student Life Manager

Date

Approved

Denied

Dean for Students

Date

Approved

Denied

Assistant Vice President of Finance *(Needed for fundraisers only)*

Date

Approved

Denied

CHECK LIST		DATE SUBMITTED / CONFIRMATION #	INITIALS
On-Campus Events:	<input type="checkbox"/> Room Request (Ad Astra)		
	<input type="checkbox"/> Service Desk Order <i>(Room Setup/AV Needs)</i>		
	<input type="checkbox"/> Flier Approval		
	<input type="checkbox"/> Food Order		
	<input type="checkbox"/> Contract/W9		
	<input type="checkbox"/> Campus Police		
	<input type="checkbox"/> Extended Hours		
	<input type="checkbox"/> New Vendor		
Off-Campus Events:	<input type="checkbox"/> Travel Encumbrance		
	<input type="checkbox"/> Student/Participant Travel Waiver		
	<input type="checkbox"/> Vehicle Request		
	<input type="checkbox"/> Local Transportation		