



Must be submitted a minimum of 3 days prior to promotion.

Approval contingent upon space and scheduling availability.

Promotional Event Information	
Name of Student Organization:	
Student Contact:	
Phone:	
Email:	
Date(s) of Event:	
Time(s) of Event:	
Site of Event:	
# of Tables Needed:	
# of Chairs Needed:	
Describe the purpose of the event and what information will be provided to students (fliers, posters, etc.):	

Student Organization Officer Signature

Date

Approval

Date Received: _____

Student Life Manager Signature

Date

Approved

Denied