# SUBMITTING EVENT FORMS

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## Why do you need this form?

The event registration process notifies the necessary parties about your event and reservation plans and helps us provide the appropriate guidance and support for your event.

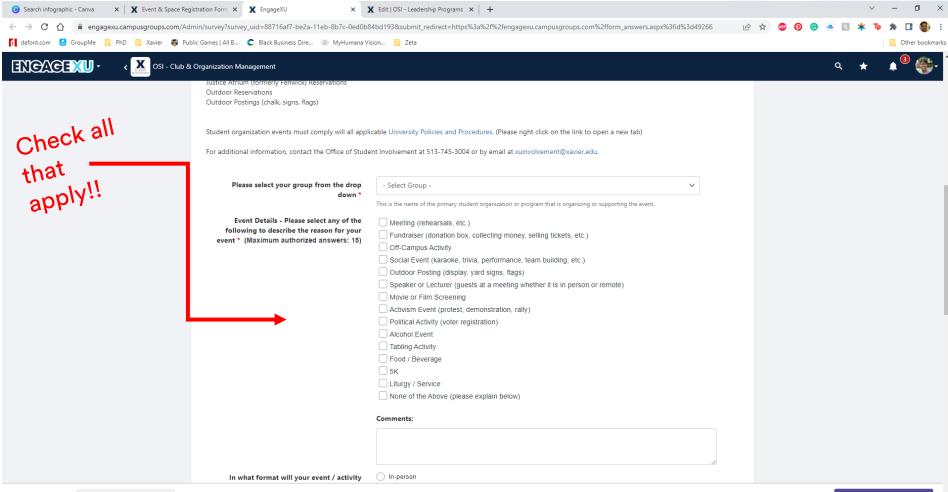


## Who needs to complete the form?

- Events with large audiences which may include students, faculty, staff and/or community members
- Events that involve political or lobbying activities
- Events where alcohol may be available
- Events that include a public speaker or performance group
- Events that involve a protest, rally, or form of public demonstration
- Events that are part of a larger week of activities (i.e. Week of Welcome)
- Fundraisers (collecting money, selling tickets, etc.)
- Tabling Activity
- Meetings
- Off-Campus Activity
- Movies and film Screenings
- Justice Atrium (formerly Fenwick) Reservations
- Outdoor Reservations
- Outdoor Postings (chalk, signs, flags)

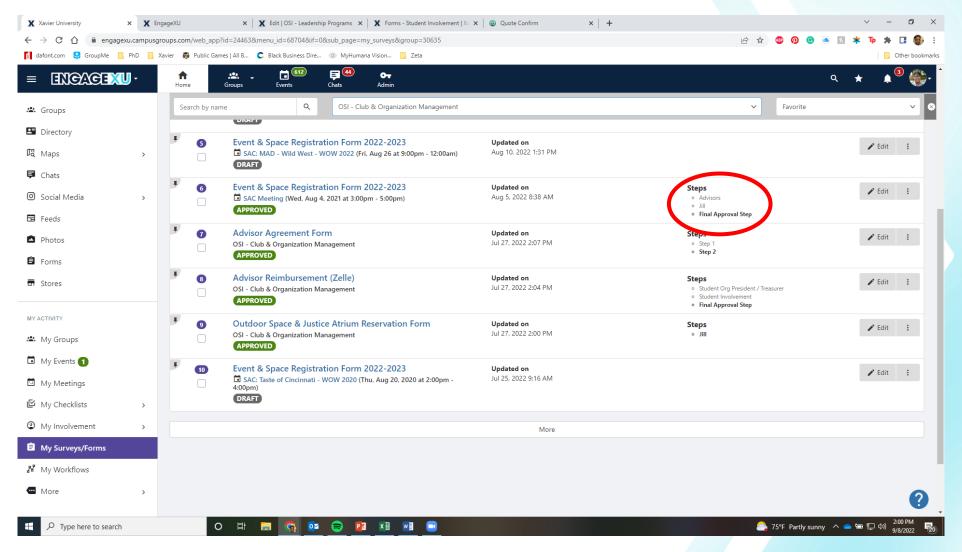


#### IT'S ALL IN ONE PLACE!



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#### After it's submitted...





# **QUESTIONS?**

Thanks for coming!