

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!

Search infographic - Canva | Event & Space Registration Form | EngageXU | Edit | OSI - Leadership Programs

engagexu.campusgroups.com/Admin/survey?survey_uid=88716af7-be2a-11eb-8b7c-0ed0b84bd193&submit_redirect=https%3a%2f%2fengagexu.campusgroups.com%2fform_answers.aspx%3fid%3d49266

ENGAGEXU | OSI - Club & Organization Management

Justice Atrium (formerly Fenwick) Reservations
Outdoor Reservations
Outdoor Postings (chalk, signs, flags)

Student organization events must comply with all applicable University Policies and Procedures. (Please right click on the link to open a new tab)

For additional information, contact the Office of Student Involvement at 513-745-3004 or by email at xuinvolvement@xavier.edu.

Please select your group from the drop down *

- Select Group -

This is the name of the primary student organization or program that is organizing or supporting the event.

Event Details - Please select any of the following to describe the reason for your event * (Maximum authorized answers: 15)

- Meeting (rehearsals, etc.)
- Fundraiser (donation box, collecting money, selling tickets, etc.)
- Off-Campus Activity
- Social Event (karaoke, trivia, performance, team building, etc.)
- Outdoor Posting (display, yard signs, flags)
- Speaker or Lecturer (guests at a meeting whether it is in person or remote)
- Movie or Film Screening
- Activism Event (protest, demonstration, rally)
- Political Activity (voter registration)
- Alcohol Event
- Tabling Activity
- Food / Beverage
- 5K
- Liturgy / Service
- None of the Above (please explain below)

Comments:

In what format will your event / activity In-person

Save As Draft

Next >>

After it's submitted...

The screenshot displays the EngageXU web application interface. The top navigation bar includes 'Home', 'Groups', 'Events', 'Chats', and 'Admin'. A search bar is present with the text 'OSI - Club & Organization Management'. The main content area shows a list of forms with the following details:

ID	Form Title	Status	Updated on	Steps
5	Event & Space Registration Form 2022-2023 SAC: MAD - Wild West - WOW 2022 (Fri, Aug 26 at 9:00pm - 12:00am)	DRAFT	Aug 10, 2022 1:31 PM	
6	Event & Space Registration Form 2022-2023 SAC Meeting (Wed, Aug 4, 2021 at 3:00pm - 5:00pm)	APPROVED	Aug 5, 2022 8:38 AM	<ul style="list-style-type: none">AdvisorsJillFinal Approval Step
7	Advisor Agreement Form OSI - Club & Organization Management	APPROVED	Jul 27, 2022 2:07 PM	<ul style="list-style-type: none">Step 1Step 2
8	Advisor Reimbursement (Zelle) OSI - Club & Organization Management	APPROVED	Jul 27, 2022 2:04 PM	<ul style="list-style-type: none">Student Org President / TreasurerStudent InvolvementFinal Approval Step
9	Outdoor Space & Justice Atrium Reservation Form OSI - Club & Organization Management	APPROVED	Jul 27, 2022 2:00 PM	<ul style="list-style-type: none">Jill
10	Event & Space Registration Form 2022-2023 SAC: Taste of Cincinnati - WOW 2020 (Thu, Aug 20, 2020 at 2:00pm - 4:00pm)	DRAFT	Jul 25, 2022 9:16 AM	

The 'Steps' column for the second form (ID 6) is circled in red. The Windows taskbar at the bottom shows the date as 9/8/2022 and the time as 2:00 PM.

QUESTIONS?

Thanks for coming!