



Campus Event Support Request

To request support promotional support for student, faculty and staff activities, please provide the following information and indicate the items with which you would like assistance. Your request will be reviewed to determine the availability of resources. Send completed form to Student Activities Coordinator Casey Lathem at clathem@pc.fsu.edu or deliver to the Office of Dean, Holley A311-F, at least three weeks before your event.

Event Information

Event Name

Organization

Start Time/Date

End Tme/Date

Location

Location Address (if off campus)

Contact Person

Phone

Email

Type of Event:

Academic

General

Lecture

Meeting

Performance

Social

Sports

Attendance:

Students

Faculty/Staff

Alumni

Public

Student Cost

Non-Student Cost

Event Description (Please provide as many details as possible):

Promotional Support Requested

Campus Calendar

SNN

Photography

Poster/Flyer Design

Coordinator support

Student Activities Newsletter

Other Information: