

# FLORIDA STATE UNIVERSITY PANAMA CITY STUDENT ORGANIZATION EVENT REQUEST

CONTACT INFORMATION	
Organization:	
Co-Sponsor(s):	
Contact During Event:	
Phone:	FSU Email:
Secondary Contact:	
Phone:	FSU Email:

EVENT INFORMATION		
Event Name:		
Date:	Event Start Time:	Event End Time:
	Setup Start Time:	Teardown End Time:
Location: <i>(If event is on-campus, note that the location is only approved when a confirmation has been sent to the contact)</i>		
Setup (on campus events only):		
<b>Who is invited to the event (check all that apply):</b> <input type="checkbox"/> Organization Members <input type="checkbox"/> Students <input type="checkbox"/> Faculty/Staff <input type="checkbox"/> Community		<b>Approximate Attendance #:</b>
<b>Type of Event (check all that apply):</b> <div style="display: flex; flex-wrap: wrap;"> <div style="width: 33%;"> <input type="checkbox"/> Community  <input type="checkbox"/> Concert / Performance  <input type="checkbox"/> Contest / Raffle / Giveaway*  <input type="checkbox"/> Fundraiser         </div> <div style="width: 33%;"> <input type="checkbox"/> Meeting  <input type="checkbox"/> Recreation / Sports**  <input type="checkbox"/> Service  <input type="checkbox"/> Speaker         </div> <div style="width: 33%;"> <input type="checkbox"/> Training/Workshop  <input type="checkbox"/> Travel  <input type="checkbox"/> Other:         </div> </div>		

\*See FSU policy on raffles

\*\*Participants much each sign a waiver

*See reverse side for additional information*

*This form **must** be submitted to the Student Government Council Advisor no less than 10 business days in advance of the event date.*

Updated: Summer 2019

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EVENT INFORMATION (continued)	
Description:	
Schedule (if applicable):	
Will food be sold at your event?	<input type="checkbox"/> Yes <span style="margin-left: 100px;"><input type="checkbox"/> No</span>
Is alcohol to be provided at the event?	<input type="checkbox"/> Yes (See FSU policy) <span style="margin-left: 100px;"><input type="checkbox"/> No</span>
Will you have contracts/vendors?	<input type="checkbox"/> Yes (See FSU policy) <span style="margin-left: 100px;"><input type="checkbox"/> No</span>
Will there be a fee for participation / entry?	<input type="checkbox"/> Yes <span style="margin-left: 100px;"><input type="checkbox"/> No</span>
If yes, what is the cost?	How will students unable to pay receive support?

ADDITIONAL INFORMATION
Note any additional information regarding the event as needed:

FOR OFFICE USE ONLY			
FUR Submitted:	Initial:	FUR Confirmed:	Initial:
FSU Calendar:	Initial:	GCSC Calendar:	Initial:
Notes:			

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