

# Middlesex Community College

## Student Senate/Club - EVENT SCHEDULING FORM -

Please submit this form to the Student Activities Office at least two weeks in advance prior to the event for proper planning.

Any room reservations and/or media equipment (audio/video) must be reserved by the Senate/Club Advisor as soon as the event has been approved (see below). Under no circumstances should anyone other than the Director of Student Activities purchase items for any event or sign any contracts.

(PLEASE PRINT CLEARLY)

Name of Group/Club Holding Event: \_\_\_\_\_

Date of Proposed Event: \_\_\_\_\_

Name of Proposed Event: \_\_\_\_\_

Location/Room to be Reserved for Event: \_\_\_\_\_

Event Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Set-up Time: _____	Event Time: _____	Take Down Time: _____
Volunteers: _____	_____	_____
_____	_____	_____
_____	_____	_____
Creating/Posting Flyers	Handling Purchase Requests	Other/Misc.
Volunteers: _____	_____	_____

What is the purpose of this Event (fundraiser, awareness, etc.)?: \_\_\_\_\_

\_\_\_\_\_

Club Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Activities Director: \_\_\_\_\_ Date: \_\_\_\_\_

<u>Room Reservations:</u> Jessie Cardona College Information & Communications Center 860.343.6906 <a href="mailto:ycardona@mxcc.commnet.edu">ycardona@mxcc.commnet.edu</a>	<u>Media Equipment Reservations:</u> Mike Cavanaugh Media Services; Wheaton Hall, Room 307 860.343.5851 <a href="mailto:mcavanaugh@mxcc.commnet.edu">mcavanaugh@mxcc.commnet.edu</a>
Contact Micki Charton for Student Lounge Reservations <u>Only</u> : 860.343.5748; <a href="mailto:mcharton@mxcc.comment.edu">mcharton@mxcc.comment.edu</a> ; Room 124, Founders Hall	Event Approved with SAO: YES _____ NO _____ Date: _____