

# Idaho State UNIVERSITY

## Event Registration Form

**Involvement Center** **208-282-3451**  
**921 S 8<sup>th</sup> Stop 8118, Pocatello ID 83209**  
**First Floor of the Pond Student Union**

If your event is 14 days or more away, you must fill out the Organization and Event Information sections and meet with the Involvement Center. Once your event is reviewed by the Involvement Center you may tentatively schedule your location with the Scheduling Office. To secure your location you must acquire all needed signatures.

**Please Note: Tentative reservations only last for 14 days.**

If your event is within 14 days, you must completely fill out this form and include all necessary signatures before you may schedule your location with the Scheduling Office.

<b>--Organization Information--</b>	Index Code: _____
Name of Organization: _____	

**Student Contact—Student Responsible for Event:**  
 Name: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_

**Advisor Contact—Advisor Responsible for Event:**  
 Name: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_

<b>For Involvement Center use only</b>		Reviewed By: _____ Date Reviewed: _____  <input type="checkbox"/> Student Organization/Greek Life <input type="checkbox"/> Student Activities Board <input type="checkbox"/> Union Programming Council <input type="checkbox"/> Other: _____
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### --Event Information--

Event Name and Description: \_\_\_\_\_

Attendance Cost: \_\_\_\_\_

Ticket Sale Locations: \_\_\_\_\_

Event Date(s): \_\_\_\_\_

Event Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Event Location: \_\_\_\_\_

Alternate Event Location: \_\_\_\_\_

**Intended Audience: (Please check all that apply)**  
 Organization Members     ISU Students  
 Faculty     Staff     Public

Estimated Attendees: \_\_\_\_\_

Is your event suitable for minors?    Yes     No  
 If no, please explain: \_\_\_\_\_

Will food be served at your event?    Yes     No

<b>--Final Signatures--</b>	
Organization Advisor—First Required Signature	Date
Food Services	Date
Scheduling Office	Date
	Date
	Date
Student Activities Coordinator	Date