

Idaho State University
Student Leadership and Engagement Center
Event Registration Form

All student organization events must have a completed Event Registration Form. This form is **NOT** your reservation. *To reserve space you must make a reservation with Scheduling and Events Services Office in Pond Student Union room 215.*

Organization Information

Organization Name: _____
Index Code: CLB - _____

Student Contact

Student Responsible for Event

Name: _____
Email: _____
Phone: _____

Advisor Contact

Advisor Responsible for Event

Name: _____
Email: _____
Phone: _____

Event Name and Description: _____

Attendance Cost: Student: _____ Staff/Faculty: _____ Public: _____ **Ticket Sale Location:** _____
Event Date(s): _____ **Start Time:** _____ **End Time:** _____
Location: _____ **Rainsite:** _____

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

Will Chartwells be serving the food?

- Yes No

(If no, you must submit a catering waiver to Chartwells for approval. Outside food may not be used without an approved catering waiver.)

Is food under \$100.00? Yes No

If yes, what is it?

SIGNATURES

 Organization Advisor - First required signature Date

 Chartwells - Needed if there is food at event Date

 Scheduling Office - Needed for events in the Student Union, Rendezvous, or Quad Date

 Other Date

 Student Activities Coordinator Date

Reviewed by: _____
 Date Reviewed: _____

- Student Organization
- Greek Life
- Student Activities Board
- Other:

For Student Organization use only.