

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 <i>Student Responsible for Event</i>	Advisor Contact <i>Advisor Responsible for Event</i>
Name: _____	Name: _____
Email: _____	Email: _____
Phone: _____	Phone: _____
Event Date(s): _____	
Start Time: _____	End Time: _____
Location: _____	Rainsite: _____

Event Name and Description: _____

Attendance Cost: Student: _____ Staff/Faculty: _____ Public: _____ **Ticket Sale Location:** _____

Intended Audience (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

	For Student Organization use only.
Reviewed by: _____	
Date Reviewed: _____	
<input type="checkbox"/> Student Organization	
<input type="checkbox"/> Greek Life	
<input type="checkbox"/> Student Activities Board	
<input type="checkbox"/> Other:	