

Student Activities Event & Fundraising Pre-Planning Form

The Pre-Planning Form should be submitted at least fourteen (14) days in advance of your event. This form is required by all student organizations coordinating on our off-campus events. This form must be completely filled out and turned in to the Student Activities Office. Upon receipt, the request will be reviewed by the appropriate offices on campus. Upon completion of review, the Student Activities Office will contact the advisor and student president of the organization with approval or for additional information. Facilities must be requested and approved prior to submitting this form. **No exceptions.**

Please keep in mind that all activities should be consistent with Lee College policies and procedures, as well as the mission/purpose of your organization.

General Contact Information

Name of Organization/Club: _____

Submitter Name: _____

Position in Organization/Club: _____

Phone Number: _____

Email Address: _____

Advisor Name: _____

Phone Number: _____

Email Address: _____

Description of Event

Title of Event: _____

Event Start Date and Time: _____

Event End Date and Time: _____

Event Location: _____

Backup Location (for outdoor events): _____

What are the goals of this event? _____

How does this help to achieve the mission/purpose of your organization? _____

Event Details

Is this event open to the entire student body? _____

Is this a fundraising event? (If so, please provide details) _____

Please describe the activities you are planning for this event: _____

How is your organization/club staffing the event (setup, implementation, cleanup, etc.)? _____

Will your organization need tables, chairs, electricity, etc.? Please be specific on what is needed and how many: _____

How are you marketing this event? _____

Remember that in order to display **ANY** type of advertisement on campus your organization/club must have the physical flyer approved and stamped in the Student Activities Office or Dean of Student Affairs Office. Event advertisement must be taken down within two (2) days of event or your organization will lose displaying privileges. Also, any money fundraised at this event must be deposited to your organization/club's account within one (1) week of event.

Organization/Club Advisor: _____

Student Government President: _____

Student Activities Coordinator: _____

Date Submitted for Review: _____
