**Please submit form at least 1 week prior to the event**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Email/ Club Email/ Professional Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Student id number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| Today’s Date:  |
| Name of Club/Organization:  |
| Type of Event (Event, Club meeting or Fundraiser): Est. Attendance:  |
| Space Requested: Alternative Space ( if desired is unavailable): |

**FOOD (Please submit form 0717 Food and beverage guidelines with request)**

|  |  |
| --- | --- |
| Type of Food: |  |
| Type of Drink: |  |
| Caterer: |  |

**USE A SEPARATE FORM FOR EACH EVENT**

|  |  |  |
| --- | --- | --- |
| Day of Event | Date | Time Setup Starts: |
| Mon □ Tues □ |  | Time Event Starts: |
| Wed □ Thurs □ |  | Time Event Ends: |
| Fri □ |  | Time Cleanup Ends: |

**WEEKLY MEETINGS/ TABLING**

|  |  |  |
| --- | --- | --- |
| **DATE STARTS:** | **DATE ENDS:** | **TIME FROM:** |

**EQUIPMENT (will be dropped by student life and based on availability)**

|  |  |
| --- | --- |
| **LOCATION DROP OFF** |  |
| **TABLE(S)**  | **Quantity:**  |
| **CHAIR(S)**  | **Quantity:**  |
| **MICROPHONE/ SPEAKERS** | **YES □ NO □** |
| **OTHER (Please name):**  | **Quantity:** |

 **If you have any questions, please contact the Student Life office at** **ANstudentlife@nvcc.edu** **or 703 323 3147 or come in person to CFH 224 Mon – Fri 9am – 5pm**