MORRISVILLE STATE COLLEGE
EVENT REGISTRATION FORM
Student Activities Office
(All offices, individuals, organizations, fill out top section)

SPONSOR: (Name of organization/club) ________________________________

CONTACT PERSON:

Name: ____________________________________________________________
E-mail: ____________________________________________________________
Phone Number: ____________________________________________________

DATE(S) OF EVENT: ________, ________, ________/________
Day of Week  Month  Day  Year

TIME OF EVENT: _____am/pm  TO: _____am/pm Set up: _____Clean up_____  
start  end  am/pm  am/pm

LOCATION: _________________________________________________________

TYPE OF EVENT: ___________OPEN EVENT OR__________CLOSED EVENT

Check one: _______Event  _______Fundraiser  _______Community Service

AMOUNT YOU WILL CHARGE: _________________________________________

EVENT TITLE: _______________________________________________________

EVENT DESCRIPTION: (Briefly summarize activities planned/topics to be 
addressed, names and titles of speakers, etc.)
____________________________________________________________________
____________________________________________________________________

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Student Organizations must also complete all sections below:

SIGNATURE OF ADVISOR: _____________________________________________

DATE: __________________________________________________________________

*Please refer to the advisor's role and responsibilities section of the Advisors and Officers Handbook.

_______________________________ TITLE: ________________________________

Print name of advisor on location at event to be held.

_______________________________ DATE: ________________________________

Signature of advisor on location at event.

Received by Student Activities Office:  DATE______________________________

Received by___________________________________________________________

Event Approved_______________________  Not Approved_______________________

Submit a copy of this form to the Student Activities Office addressed at least two weeks prior to event.