

## Student Club and Organization Flier and DMS Request Form

Club or Organization: \_\_\_\_\_

Event Name: \_\_\_\_\_

Event Date: \_\_\_\_\_ Event Time: \_\_\_\_\_ Event Location: \_\_\_\_\_

Cost, if applicable: \_\_\_\_\_ Proceeds to Benefit: \_\_\_\_\_

Advance Ticket Sales or Reservations Needed: \_\_\_\_\_ Are Tickets Available At The Door? \_\_\_\_\_

For Reservations Contact: \_\_\_\_\_ Email: \_\_\_\_\_

Direct Inquiries For Ticket Sales To: \_\_\_\_\_

Detailed description of event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Additional Information Contact, E-mail or Telephone: \_\_\_\_\_

Are you requesting a Digital Media Screen (plasma screens) for this event? \_\_\_\_\_

*Please note:* This sheet must be submitted at least **three (3) weeks** before your event.

**FOR COLLEGE ACTIVITIES USE ONLY:**

Completed By: \_\_\_\_\_ Date Completed: \_\_\_\_\_

Date Flier Approved: \_\_\_\_\_ Date Approved: \_\_\_\_\_

Director of Student Life