



LEHMAN COLLEGE

OFFICE OF CAMPUS LIFE

STUDENT EVENT FORM

OFF CAMPUS EVENT

This form is to be filled out by any student organization proposing to schedule an event that will take place off campus. This form constitutes a request to hold an off campus event. No off campus event shall be considered officially scheduled until all required documents are received and approved.

The organization president must complete this form. The organization is responsible for knowledge of and compliance with all College policies, procedures, and regulations.

The sponsoring organization may not advertise, sell or distribute tickets for this off campus event until the Office of Campus Life has granted full approval for the event. All advertisements and posters require approval from the Office of Campus Life and all tickets used for this off campus event must be produced and distributed in accordance with the Fiscal Accountability Guidelines set forth by the University Trustees.

Admission to an off campus Lehman College event is reserved for all registered Lehman College students. All participants are required to fill out a Travel Policy form. The sponsoring organization's faculty/staff advisor is required to be present during all off campus events. Should the faculty/staff advisor not be able to attend, another faculty/staff member of Lehman College can serve in that role, pending approval by the Office of Campus Life prior to the day of the event.

Student Event forms for events requiring funding from Club Board must be accompanied by a completed PROPOSAL FOR FUNDING FORM. Events will be considered PENDING until a decision has been made by Club Board.

Today's Date: _____ Date of Event: _____

Time of Event: _____ (am / pm) to _____ (am / pm)

Event Title: _____

Location of Event (Full Address): _____

Sponsoring Organization: _____

Contact Person / Club Representative: _____

Telephone Number: _____ Email Address: _____

TYPE OF EVENT (Check all that apply)

Concert ___ Panel Discussion ___ Trip ___ Conference ___ Stage Production ___ Lecture
___ Reception ___ Workshop ___ Dance ___ Luncheon/Dinner ___ Other _____

EXPECTED AUDIENCE

Number _____ Lehman College Community Only

Other (Describe Fully)

TICKETS

The production and sale of event tickets will be organized by the Office of Campus Life. Student organizations are not allowed to print event tickets. Distribution of event tickets for sale by club members will be organized by the Office of Campus Life

Will tickets be sold in advance for this event?

Yes _____ If Yes, How much? _____
No _____

ADMISSION CHARGE \$ _____ Free? _____

Please note: Fiscal Guidelines require all unsold tickets be returned to the Office of Campus Life two (2) days prior to the event.

CERTIFICATION

I hereby certify to the best of my knowledge the information herein provided is accurate and complete. I will notify the Office of Campus Life of any changes. I understand that I am responsible for my organization's compliance with all College and University policies, procedures, and regulations in connection with this event. I also understand that failure to comply with those policies, procedures, and regulations may result in the denial of approval for this event or the subsequent removal of that approval.

PRESIDENT OF ORGANIZATION **DATE** _____

FACULTY ADVISOR OF ORGANIZATION **DATE** _____

CLUB BOARD APPROVAL **DATE** _____

DIRECTOR OF CAMPUS LIFE **DATE** _____