

Event Proposal Form

For use by Registered Student Organizations



Submit this form for every event your registered student organization sponsors (NOT regular meetings).

This form is due at least 3 weeks before the start of the event.

Events are subject to cancellation if no form is submitted.

This form can serve as a checklist for planning and executing events for your registered student organization. Please answer all questions completely and accurately.

All fundraising must adhere to University Policies and State of Michigan/Federal Laws. Registered student organizations should be aware of specific policies/laws regarding Risk Management and University Trademark Licensing. For assistance, contact Nicole DeKraker (nicoledekraker@ferris.edu) or Emily Renkert (emilyrenkert@ferris.edu). The State of Michigan Gaming Commission must approve raffles. For more information about Charitable Gaming, go to the website at www.michigan.gov/cg.

Organization Name

Organization Contact (Name, Email Address, & Cell Phone)

Advisor Name

Event Name

Description of Event

Date (or range of dates) for Event

If you will need to work with a caterer, rent space off campus, hire anyone to work the event, please list the companies or individuals you will need to pay. Remember, you are not authorized to sign a contract. Contact Nicole DeKraker or Emily Renkert for assistance.

On-Campus Location (If not on-campus, write "N/A")

Have you reserved the on-campus location with the Student Engagement Office?

YES NO

If you are using a studio or lab space that is monitored by a program of study, you must obtain approval from the program's chairperson.

Program Chair Signature

Date

Off-Campus Location (If not off-campus, write "N/A")

If this is a fundraising event, what is your intended use of funds? (Choose One)

1. To augment RSO Budget 2. To donate to charity

If donating to charity, name(s) of charity. (If not donating to a charity, write "N/A")

Signatures

Organization President

Date

Organization Advisor

Date

Director of Student Engagement

Date

Dean of Student Success

Date