

## Extracurricular Activity Request (Rev. Fall, 2014)

**1. Name of Student or Student Group Organizing/Hosting the Event:**

Student: \_\_\_\_\_ Organization: \_\_\_\_\_

**2. Contact Information:** *\*Note: Please use the same contact for Room Reservations/IT & Catering Requests.*

\_\_\_\_\_

**3. Name of the event as it will appear on invitations, flyers and room reservation forms.**

\_\_\_\_\_

**4. Who is the Faculty Advisor for the group sponsoring this activity?** \_\_\_\_\_

**5. Description, in detail, of the planned nature and scope of the proposed activity, including the date and time.**

**6. Who is the intended audience for this activity?** \_\_\_\_\_

**7. Where will the event be held?** \_\_\_\_\_

**8. Are you planning to serve food?\*** \_\_\_\_\_

*\*If food will be served, you must contact TUC Dining & Catering services at [tuc.dcs@tu.edu](mailto:tuc.dcs@tu.edu) and the Rabbi at [rabbi@tu.edu](mailto:rabbi@tu.edu) to satisfy the right of first refusal and kosher compliance issues.*

**9. Are you planning to serve alcohol? \*** \_\_\_\_\_ *\*Activities with alcohol are subject to specific rules. Be sure to check in with the Student Activities Office for details.*

**10. If the activity is clinical in nature, who will be the Clinical Supervisor(s)?**

\_\_\_\_\_

**This form and all paperwork must be completed and returned to Student Services AT LEAST two (2) weeks prior to the event date.**

**For Student Services Use Only:**

Approved     Not Approved     Approved with these conditions: \_\_\_\_\_

\_\_\_\_\_  
Dr. Irene D. Favreau, Director of Student Activities

\_\_\_\_\_  
Date

Copies to:  College/Program     Facilities     External Relations     Rabbi     IT     TUFS     Master Calendar

**IMPORTANT: After your event is approved, you must make a room reservation request, submit an IT service request for any audio-visual needs and submit a facilities work order for any set-up/maintenance needs. If your plans change after your activity is approved, or if you have any questions please contact the Student Activities Office at 707-638-5254 or email [irene.favreau@tu.edu](mailto:irene.favreau@tu.edu).**