

**Davidson County Community College
Student Organization
Event Registration Form**

Registered student organizations must register all events, except regularly scheduled meetings, with the Office of Student Life. This form must be submitted at least 5 business days prior to the event.

Organization Information

Sponsoring Organization: _____ Today's Date: _____

Contact Person Responsible for Event: _____

Phone Number: _____ Email: _____

Advisor's Name: _____

Event Information

Type of Event (check one)

Banquet

Lecture/Speaker

Educational Program

Concessions at Athletic events

Dance/Party

Other

Name of Event: _____

Purpose and Detailed Description of the Event: _____

Event Date: _____ Time: _____

Requested Location of Event: _____

Is this event open to the entire campus? _____ Yes _____ No

Is this event a fund-raiser? _____ Yes _____ No

Is there an admission charge? _____ Yes _____ No Amount: _____

Are you working with an outside vendor? _____ Yes _____ No

Name of vendor _____

(Attach a copy of the vendor contract.)

Estimated attendance: _____

Will there be food? _____

If Selling or Serving Food at This Event Please Provide the Following Information:

Homemade Baked Goods:

Food Item	Ingredients	Price at which each item will be sold
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Store-bought (prepackaged food items):

Food Item Location & Date of Purchase Price at which each item will be sold

Please Note:

- Student organizations should follow the guidelines outlined in the document *Guidelines for the Sale and Distribution of Food on Campus* which recommends selling only repackaged food or dry, non perishable baked goods. Please see the guidelines (located on the College website in the Student Life section) for details.
- For tables, chairs or other necessary equipment, the student organization advisor must submit a Helpstar ticket to maintenance at least 5 days in advance of the event.
- Concessions at Athletic Events: No more than two (2) student organizations may sell concessions at any college athletic event. Student organizations/groups must be in their assigned location and ready to sell concessions ½ hour prior to the start of the athletic event. Student organizations/groups are responsible for clean-up of the concession area following the athletic event.

As an officer and advisor of the student organization listed on this form, I verify that I have read and understand the policies and regulations related to sponsoring an event on-campus. I understand that the use, possession, or involvement of alcoholic beverages, illegal drugs or controlled substances at any College sponsored activity on or off campus is prohibited.

Student Organization President Signature

Date

Advisor's Signature

Date

For Office Use Only

Date Received _____

Approved _____ Denied _____ Reason _____

Initials _____ Group Notified Date _____