

Event & Activity Form

Department of Student Life – Campus Activities & Advocacy Board

Please complete the form below to begin your process toward receiving event approval! Please note that Event & Activity Forms must be submitted to the Department of Student Life at least five (5) weeks in advance of the event.

Club or Community Information	
Full Name	
Preferred Name	
Email Address	
What Club or Organization will be hosting this event?	

Event Information	
Proposed Event Title	
Purpose of the Event	
Target Audience	
Event Date	
Event Time (Start & End)	
Event Location	

Additional Event Information	
Do you need to reserve a room on the Lakewood Campus?	
Are you planning to collaborate with any campus partners? If so, who?	
Are you planning to contract with any outside vendor(s)? If so, who?	
What is your advertising plan?	
What are your purchasing needs?	
What are your supply needs?	
What is your estimated cost for this event/activity?	
Anything else we should know?	

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Please email the completed Event & Activity Form to Kaelynn.Starr@cptc.edu. If returning in-person, please return to the Student Leadership & Service Center in Building 23 – Room 115.

By submitting this packet electronically to Kaelynn.Starr@cptc.edu, I certify that the information provided in this packet is true, correct, and complete to the best of my knowledge. I understand that consideration of this Event & Activity Form depends on the true and accurate representation of facts as stated or implied in this packet.

Please sign your name below. By signing and submitting this form, you are agreeing to the terms and conditions stated above.

Print Name: _____

Date: _____

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