

EVENT REQUEST FORM

Associated Students of MSU – Great Falls College of Technology

All event submissions must be submitted to ASMSU – GF COT prior to the Executive Cabinet meetings. The event will be approved during the Executive Cabinet meeting. All events must have rooms scheduled before final approval can be given. ASMSU – GF COT will contact you upon receiving this approval. If you cannot fulfill your event obligation and must CANCEL, you must notify the Room Scheduler by e-mail at Distribution-room@msugf.edu and the Associated Students (771-4322) 72 hours (3 days) prior to the scheduled date of event.

Organization/Class Requesting Event:	
Event Description (include room needed, etc) :	
Number attending event:	
Date(s) of Event:	
Event Start Time (please include set-up time):	
Event Stop Time (please include tear-down time):	
Additional Event Information: (need table, chairs, outlet, special equipment, catering needs, table clothes, decorations, etc.)	
Other information:	
Organization Contact Person:	
Contact Person's Phone #:	
Contact Person's E-mail:	

Contact Person's Signature _____

Date _____

Organization's Advisor Signature _____

Date _____

FOR OFFICE USE ONLY

Received by: _____
Executive Officer Name Date

ACTION TAKEN: APPROVED DENIED MORE INFO NEEDED

Date Action Taken: _____
Executive Officer Signature Date

Rooms Scheduler Notified: _____
Executive Officer Name Date

Organization Notified: _____
Executive Officer Name Date