

Office of Student Involvement & Leadership

Event Registration Form

Submit form to the Office of Student Involvement & Leadership in temporary office
BA159 or fax to 504-280-6633. For more information, call 504-280-6349.

LOCATION REQUESTED

(This form must be turned in one week prior to activity.)

- Library Quad Student Park/Amphitheatre
- Library Breezeway – Signature of Library Dean _____
- Milneburg Hall Hallway Outside of Liberal Arts Building Other Building: _____
- Signature from Building Official: _____

<i>Office use only:</i> Event Approved <input type="checkbox"/> Yes <input type="checkbox"/> No
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Note: Alumni Center, HPC, and Academic Rooms are reserved through Campus Booking on the Registrar's website (<http://registrar.uno.edu>). Go to Room Reservation Form.

All IFC/NPC/NPHC fraternities and sororities must have the Greek Advisor sign off on the activity *before* this form is submitted.

Greek Advisor Authorization: _____

AUDIENCE

- Event open to all Event for Members only

Name of Organization/Department: _____

Name and Nature of Activity: _____ Estimated Attendance: _____

Date of Event: _____ Time: from _____ am/pm to _____ am/pm

Give a description of activity, be as specific as possible:

FOOD POLICY FOR ON-CAMPUS EVENTS

If a department wishes to have a fundraiser bake sale, all items must be home baked. Organizations/Departments are not allowed to sell or distribute any other food or beverage item (either bought or donated) at campus events. If your department needs to arrange for food/beverage service, please contact Campus Dining Services at 504-280-6079.

- We will not be serving/distributing food or beverage at our on-campus event.
- Fundraising Table: We will bring home baked items such as _____
- We will be contacting Campus Dining Services to arrange food or beverage service.

(Signatures Required on Back)

