

STUDENT ACTIVITIES
MEETING REQUEST FORM

Meeting Requests must be turned in a minimum of ONE WEEK in advance.

Club Name _____

Student Contact _____

Phone _____ Email _____

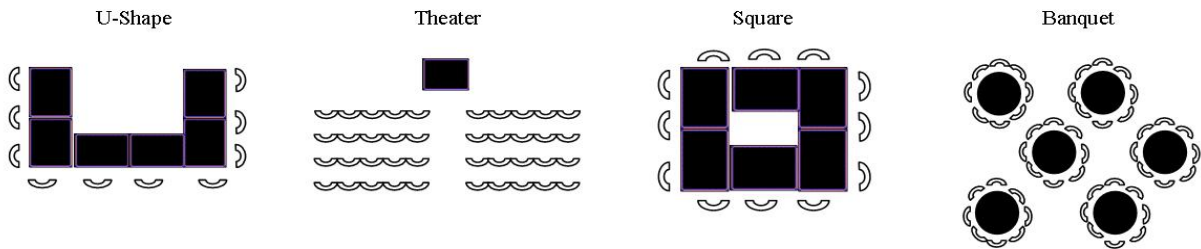
Day & Date Requested _____

Meeting Start Time _____ Meeting End Time _____

Location Requested _____ Anticipated Attendance _____

COD Calendar Listing (up to 30 characters) _____

- ROOM SET-UP** (for non-classroom spaces)
Circle set-up style.



Special set-up request: _____

- * Your advisor may reserve a podium w/ microphone, DVD/VHS player, projector, flipcharts and overhead through the library (ext. 2126) if needed.
- * Meetings may only include set-up and library requests. *No contracts, payments, food waivers, etc.*
- * If you need **anything** beyond a room, set-up, and library items, you need to fill out an Event Request Form which is due **five weeks** before your event.
- * Both a student contact and the club advisor must sign this form before turning it in.

Student Contact

Date

Club Advisor

Date

Date Received (date/time stamp here)

Received By (initials)