

**Lake-Sumter Community College  
STUDENT LIFE OFFICE**

## Event/Project Request Form

**Date** \_\_\_\_\_ **Time** \_\_\_\_\_ **Location** \_\_\_\_\_

**Group Sponsoring Event/Project** \_\_\_\_\_ **Chair** \_\_\_\_\_

**Contact Email/Phone** \_\_\_\_\_

**Who may attend:**     \_\_Group members   \_\_Other Students   \_\_Faculty/Staff   \_\_Open to Public

**Admission charge?**   \_\_YES            \_\_NO            If YES, cost: \_\_\_\_\_

**Is this a fund-raising project?**   \_\_YES            \_\_NO    If YES, Why? \_\_\_\_\_

*NOTE: Fund drives and ticket sales must be approved. Gambling by individuals or groups on College property is prohibited. Games of Chance, such as raffles, may be conducted provided such a sale is a donation, and has had prior approval in writing by the President of designee (2.13 LSCC Rules Manual).*

**EVENT/PROJECT DESCRIPTION:**

Theme/Purpose \_\_\_\_\_

Food \_\_\_\_\_

Music/Entertainment \_\_\_\_\_

OTHER \_\_\_\_\_

**SCHEDULE:**

Set-up \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Clean-up \_\_\_\_\_

**BUDGET:**

Area	Description	Proposed Amount
FOOD		
SUPPLIES		
CONTRACT SERVICE		

\_\_\_\_\_  
*Requestor's Signature & Date*

\_\_\_\_\_  
*Group Advisor's Signature & Date*

\_\_\_\_\_  
*Student Life Office Signature & Date*

\_\_\_\_\_  
*LSCC President & Date (raffle approval)*

**Request must be submitted along with Facility Request a minimum of 10 days prior to the proposed event to the Student Life Office or SGA Advisor on your campus.**

# PLANNING GUIDE

*(For Planning Assistance—DO NOT TURN IN)*

## PLANNING TIMELINE

6 weeks prior _____	Event Request Form Submitted & Approved Performers/Contracted Groups Contacted Inform other Student Groups about Event & Invite Participation Preliminary Facilities Request
5 weeks prior _____	Materials/ Supplies List compiled & finalized
3 weeks prior _____	Check Reqs/PO Submitted Performer/Group Contracts Submitted Flyers/Posters Posted Finalize Event Schedule Facilities Request Submitted
2 weeks prior _____	Assign Event responsibilities Email all faculty & staff
1 week prior _____	All Supplies Gathered Post on Entrance Signs Confirm Help knows Event Responsibilities
1 day prior _____	Finalize Details Reminder Emails
Day of _____	Set-up

## SUPPLY NEEDS:

## PERSONNEL/VOLUNTEER NEEDS:

## CONTACTS *(Contract Services, Volunteer Help, Supply Sources, etc.)*

## PUBLICITY PLAN *(contact Angler; hang posters/ distribute flyers, etc.)*

