EVENT/ ACTIVITY PROPOSAL REQUEST

Please fill out this request form if your event/ activity do not fit within the parameters of the Solicitation Permit Request Policy (a full copy of the Solicitation Permit Request Policy can be viewed through the RSO Handbook). Please note that completion of this form does not constitute approval of your request. The contact person listed on the form will be notified as to the approval or rejection of the request.

Event/ Activity Contact: ____________________________________________________________

Organization Name: _______________________________________________________________

Name of Event/ Activity: ____________________________________________________________

Date: ______________________

Location(s): _________________________________________________________________

Please note that if your event involves multiple locations, specific facilities reservations may need to be made with various offices around campus.

Does the activity need electricity?

_____________________________________________________________________________________

Do you anticipate there being any above normal wear or tare on the requested location?

_____________________________________________________________________________________

Will the Activity be held during class times?

_____________________________________________________________________________________

What is the anticipate number of students participating with this event/ activity?

_____________________________________________________________________________________

Will this event/ activity involve traffic control?

_____________________________________________________________________________________

Approved: ___________________________ Date: ___________________________

Please submit request to Student Involvement and Leadership Development via email at rsohelp@siu.edu or in person in the Student Life and Intercultural Relations Office, 3rd floor Student Center.