

<b>Event's Name:</b>
<b>Student Club/Group/Organization Name:</b>
<b>Dates &amp; Times of Event:</b>
<b>Person Coordinating Event (Name, Phone &amp; Email):</b>
<b>Advisor (Name, Phone &amp; Email):</b>

**Section 1: EVENT DESCRIPTION**

Click in the rectangle below the instruction or appropriate question for your event.  
It will expand as you type.

**Begin with describing, in details, what will happen during the event such as the activities. Followed by answers to the following questions.** (Enter your answers in the rectangle of this section.)

1. What is the purpose of the event? Is it for fun, social, recruitment or informational?
2. Who will be interested in attending? Student body? Special interest groups? Community?
3. How many people are you expecting?
4. What kind of a budget do you have? Will you be able to cover all expenses?
5. How much help are your fellow group members willing to provide?

Click inside the rectangle to describe your event and answer the questions.

## Section 2: FACILITY & MEDIA REQUESTS

Discuss which facility would be best-suited and select alternatives.

Facilities Requested:	Date Needed	Time Needed (Including Set-up and Clean-up)	Mark for Rain Back-up

**Special items needed. Check if needed or write in the number needed.**

PA System		ASCRC Canopy		Wooden Stakes for signs	
Extension Cord		Change Box for Sales		(1) 3 x 6-foot Banner Paper	
Number of Tables		Donation Collection Box		(2) 3 x 3-foot Banners Paper	
Number of Chairs		Food Warming Dishes/Racks		(2) 2 x 3-foot Posters	
Number of Trash Cans		30 BW Copies of the Flyer**		A-Frame	

*\*\*The original flyer must have the Advisor's Signature in the lower right corner.*

**Other Items and Notes:**

## Section 3: BUDGET

**Important: Minutes from the Club or Organization meeting** must show the motion approving use of the funds for specific purposes and are attached to this ARF. Develop a budget by deciding how much money you have to spend and what types of expenses should be anticipated.

Estimated Total Expense Amount: \$

Itemized Expenses and Amounts:

List all Founding Sources and the amount they are providing:

## Section 4: SPEAKER or ENTERTAINER

Will there be a speaker or entertainer? No\_\_\_ Yes\_\_\_ If yes, provide information below:

**Important:** Los Rios District requires that all outside entertainers at any campus event must submit Liability Insurance.

Information regarding speakers or entertainers is required **30 business days** prior to the event.

Speaker or Entertainer Name, Address, and Phone (Make Check Payable to):

**Request for Funds:** The **Student Life and Leadership Center** will generate a Requisition based on the following provided. Once completed, the requisition must have the club's president or treasurer and club advisor's signatures.

Vendor or Performer Name, Address, and Phone (Make Check Payable to) <i>(Note: If "vendor" is a CRC student, must PRINT name, address, phone &amp; ID #)</i>	Amount Required	Free
Account Name:		

### Section 5: FOOD

If food is being served or sold at the event, list the type of food and schedule a meeting with SLLC Staff to discuss. **Three Weeks' Notice Before the event For All Food Distribution is required.**

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### Section 6: FUNDRAISER

Complete this section if this is a fundraiser.

<b>Type of Sale</b> (i.e., merchandise, food, car wash, dance, etc.):					
<b>Selling Price(s):</b>					
<b>Change Fund Denominations:</b> Enter the number of bills or coin rolls. Then enter the total funds needed.	<b>25¢</b> 1 roll = \$5	<b>\$1</b>	<b>\$5</b>	<b>\$10</b>	<b>\$20</b>
<b>Total Amount: \$</b>					

**Below will be completed the day of the event by SLLC.**

Change Box Checked Out by:		Date:	
Change Box Checked In by:		Date:	

**Below is for Donation Boxes used for Charity Cash Collection**

Donation Box Checked Out by:		Date:	
Donation Box Checked In by:		Date:	

### Section 7: AUTHORIZED SIGNATURES

Name of person Coordinating event:	Print form, then sign below	Date Signed

President of Club/Organization	Sign below	Date Signed

Faculty Advisor	*Sign below	Date Signed

*\*By signing as the Advisor, I affirm that the nature of the above activities has been described accurately and in detail. Further, I understand that I am required to supervise and remain present for the duration of the event, assume the responsibility for set-up and clean-up, and ensure the group follows the contractual requirements and uses the facility appropriately.*

### Administrative Authorization

<b>Step 1.</b> Campus Life Coordinator	Signature	Date:
<b>Step 2.</b> Student Personnel Assistant	Signature	Date:

### Section 8: PUBLICITY

- Form a team of 2 or 3 people to recruit as many students as possible to become involved with the publicity. A successful event often depends on how you get “the word out.”

Which method will you use?

- Social Media
- College Web Page
- Plasma Screens
- Mass Email
- Posters/Flyers
- College Newspaper
- Bulletin Boards
- Tabling
- Verbal Announcements

### Section 9: EVENT SCHEDULE SUGGESTION

What will the schedule during event look like?

Task	Time	People Assigned
Set-up		
Check-in		
Program Schedule:		
Clean up		