

## University Organization Contact Form

To schedule a series of meetings, student organizations must complete this form, obtain the appropriate signatures, and return to The Office of Event Management. The names listed on this form are the ONLY group members allowed to schedule meeting rooms. A new form must be completed if contact information changes.

**Organization:** \_\_\_\_\_

1<sup>st</sup> Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone No: \_\_\_\_\_

2<sup>nd</sup> Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone No: \_\_\_\_\_

**Signature of Current Contacts:** \_\_\_\_\_/\_\_\_\_\_

**Student Activities Office Signature & Date:**

\_\_\_\_\_

Hofstra University Office of Event Management  
Room 112 Student Center  
(516) 463-6631

For office use:

Sem: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_