

Event Contact Form for Student Organizations

(Jan 09)

Recognized student groups can designate either one or two club members to reserve space for your organization. Only these individuals can request space, update event information, or cancel events. The Event Management Office will coordinate approval from the appropriate campus department. The form must be completed each semester or whenever individuals are added or removed.

Please return this form to the Office of Event Management, Room 112 Student Center, or email to studenteventmanagement@hofstra.edu

Organization: _____

Event Contact Names:

1-Contact Name: _____

Hofstra ID Number: _____

Hofstra Email Address: _____

Telephone where we can reach you if we have a question about your event: _____

2-Contact Name: _____

Hofstra ID Number: _____

Hofstra Email Address: _____

Telephone where we can reach you if we have a question about your event: _____

Past Contact(s) Information:

Event Contact/ Telephone you are replacing: _____

Campus Programming Office Approval:*

By _____ / Date _____

***Each Organization is sponsored by one of the following: Student and Leadership Activities, Multicultural and International Student Programs or Recreation and Intramural Sports**

For office use: Semester : _____

Date: _____

By: _____