

Event Contact Form for Student Organizations

(Fall 2013)

Recognized student groups can designate either one or two club members to reserve space for an organization. Only these individuals can request space, update event information, or cancel events. The form must be completed each academic year or whenever individuals are added or removed.

Please return this form to the Office of Event Management, Room 112 Student Center

Organization: _____

Event Contact Names:

Contact Name: _____

Hofstra ID Number: _____

Hofstra Email Address: _____

Phone Number: _____

Contact Name: _____

Hofstra ID Number: _____

Hofstra Email Address: _____

Phone Number: _____

For Academic Organizations ONLY

Advisor Name: _____

Advisor Email Address: _____

Advisor Phone: _____

***YOUR FORM IS NOT YET COMPLETE.** Each Organization is sponsored by one of the following: Student and Leadership Activities, Multicultural and International Student Programs or Recreation, Intramural Sports or Academic Department. **Please bring this form to your Programming Office for approval.**

Campus Programming Office Approval:

By _____ / Date _____

For office use: Semester : _____ Date: _____ By: _____
