Event Contact Form for Student Organizations

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: _____________________________