

Texas College

Student Activity Request Form

Please follow the instructions on this form. Complete and return this form to Student Affairs offices. All requests must be made at least (3) weeks in advance. All flyers and detailed must accompany this form. (i.e. setup, speakers, etc.)

Name of Organization: _____

Requested by: _____

Requester's E-mail: _____

Purpose of Request: _____

Building/Room Request: _____

Date & Time: _____

Approximate Length of Meeting/Event (Please estimate as close as possible) _____

Special set-up arrangements (i.e., chairs, tables, etc.):

1) Advisor (must be present at all activities, meetings/events) _____ Date

2) Organization's Representative _____ Date

3) Coordinator of Student Activities _____ Date

4) Physical Plant Personnel _____ Date

5) Deal of Students _____ Date

6) Information Technology (If Needed) _____ Date

7) Security _____ Date

OFFICE USE EONLY

Date received ____/____/____