Club Name ________________________________

- □ A food order is needed
- □ Room reservation is needed
- □ Drive
- □ Event
- □ Fundraiser
- □ Bake Sale

- □ Table Needed #_
- □ Chairs Needed #_
- □ AV needed
  What kind? __________________

  ○ Date and Time of Event __________________

  ○ Name of Event __________________

  ○ Food Order (w/quantities) __________________

  ____________________________________________

  ____________________________________________

  ○ Preferred Room(s).

  ○ If a fundraiser, please attach details

    ○ If a Bake Sale: a sign must be displayed at the table that states items were created in a non-inspected kitchen and may contain nuts

All events will be posted on the Club Calendar when paperwork is turned in.

____________________________________________
President Signature

____________________________________________
Advisor Signature