

CABRINI COLLEGE

Center for Student Engagement & Leadership ● Widener Center, First Floor ● (610) 902-8755

Event Registration Form

The Event Registration Form is required for all student events taking place on campus. Forms must be submitted at least 10 days prior to the event, but more advance notice of the event is always beneficial. This information will be used to communicate with the primary contact about the event and ensure that the event does not conflict with other programs already taking place on campus.

FULL NAME _____ DATE SUBMITTED _____

STUDENT ORGANIZATION YOU ARE REPRESENTING _____

BEST PHONE NUMBER TO REACH YOU _____ E-MAIL _____

NAME OF PROPOSED EVENT _____

DATE OF EVENT _____ TIME _____ LOCATION _____

PURPOSE OF EVENT (brief description and explanation of goals of your program):

FUNDING SOURCES (how will you pay for the event?):

EVENT CHECK LIST

Each area must either have a check mark that the activity has been completed or N/A marked beside it to note that it is not applicable to your event. Failure to review and mark each area below may result in a delayed response regarding whether or not your event is approved. Contact the Center for Student Engagement and Leadership at x8755 if you have questions about any items on this checklist or how to complete them.

- ☐ Reserve Space. You can download the Reservation Form at www.cabrini.edu/getinvolved, click on forms and publications, complete it and return it with your completed Event Registration Form to the Director of the Center for Student Engagement and Leadership. Once approved, your Reservation Form will be sent to the Coordinator for Campus Scheduling and s/he will take care of

any set-up needs you will have for your event. Hard copies of the Reservation Form are also available in the Center for Student Engagement & Leadership.

- ☐ Contact Public Safety regarding parking, security for your event, etc. (x8245)
- ☐ Publicity – how will you publicize your event? Be sure to get posters approved in the Center for Student Engagement and Leadership **BEFORE** making copies of them or hanging them around campus.
- ☐ Organize volunteers to help with planning, setting up, running, and cleaning up event.
- ☐ Get a cash box – if you are charging admission, sign out a cash box with Student Engagement and Leadership. The box must be picked up before 4pm the day of the event (if held during the week) or by Friday afternoon (if being held on a weekend) and must be returned the next business day by 10am. Student Engagement and Leadership **DOES NOT** provide the cash for the cash box – this must be provided by the sponsoring organization.
- ☐ Petty Cash can be acquired through the Business Office (x8280) in the mansion.
- ☐ Complete a review and evaluation of the event once it is over to see how you can improve your efforts for the next event.
- ☐ For events where a prominent public official or figure will be hosted by a student group, a representative from the organization and the advisor of the organization must meet with either the Director or Assistant Director of the Center for Student Engagement and Leadership at least 2 weeks prior to the event or the event will not be approved.

ADVISOR INFORMATION

As the advisor for this organization, I know that this event is being hosted by this organization which I advise. I will be present for the event if necessary and will work with the organization to ensure that they are fully prepared to implement this program.

For programs where an outside speaker/agency is contracted to speak/perform, the advisor (or their designated Cabrini College official, i.e. faculty or staff member) must be in attendance for the duration of the event.

Advisor's Signature

Date

Office Use Only:

Approved _____ Not Approved _____

Date _____ Initials _____

Notes: