

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) Dean of Students

Date

6) Information Technology (If Needed)

Date

7) Security

Date

OFFICE USE ONLY

Date received _____/_____/_____