

**Davidson County Community College  
Student Organization  
Event Registration Form**

Registered student organizations must register all events, except regularly scheduled meetings, with the Office of Student Life. This form must be submitted at least 5 business days prior to the event.

**Organization Information**

Sponsoring Organization: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Contact Person Responsible for Event: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Advisor's Name: \_\_\_\_\_

**Event Information**

Type of Event (check one)

Banquet

Lecture/Speaker

Educational Program

Concessions at Athletic events

Dance/Party

Other

Name of Event: \_\_\_\_\_

Purpose and Detailed Description of the Event: \_\_\_\_\_  
\_\_\_\_\_

Event Date: \_\_\_\_\_ Time: \_\_\_\_\_

Requested Location of Event: \_\_\_\_\_

Is this event open to the entire campus? \_\_\_\_\_ Yes \_\_\_\_\_ No

Is this event a fund-raiser? \_\_\_\_\_ Yes \_\_\_\_\_ No

Is there an admission charge? \_\_\_\_\_ Yes \_\_\_\_\_ No Amount: \_\_\_\_\_

Are you working with an outside vendor? \_\_\_\_\_ Yes \_\_\_\_\_ No

Name of vendor \_\_\_\_\_

*(Attach a copy of the vendor contract.)*

Estimated attendance: \_\_\_\_\_

Will there be food? \_\_\_\_\_

If Selling or Serving Food at This Event Please Provide the Following Information:

**Homemade Baked Goods:**

**Food Item**

**Ingredients**

**Price at which each item will be sold**

**Store-bought (prepackaged food items):**

**Food Item                      Location & Date of Purchase                      Price at which each item will be sold**

**Please Note:**

- Student organizations should follow the guidelines outlined in the document *Guidelines for the Sale and Distribution of Food on Campus* which recommends selling only repackaged food or dry, non perishable baked goods. Please see the guidelines (located on the College website in the Student Life section) for details.
- For tables, chairs or other necessary equipment, the student organization advisor must submit a Helpstar ticket to maintenance at least 5 days in advance of the event.
- Concessions at Athletic Events: No more than two (2) student organizations may sell concessions at any college athletic event. Student organizations/groups must be in their assigned location and ready to sell concessions ½ hour prior to the start of the athletic event. Student organizations/groups are responsible for clean-up of the concession area following the athletic event.

*As an officer and advisor of the student organization listed on this form, I verify that I have read and understand the policies and regulations related to sponsoring an event on-campus. I understand that the use, possession, or involvement of alcoholic beverages, illegal drugs or controlled substances at any College sponsored activity on or off campus is prohibited.*

\_\_\_\_\_  
Student Organization President Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Advisor's Signature

\_\_\_\_\_  
Date

***For Office Use Only***

Date Received \_\_\_\_\_

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Reason \_\_\_\_\_

Initials \_\_\_\_\_ Group Notified Date \_\_\_\_\_