Office of Student Life

REGISTRATION: EVENT ON CAMPUS

TO BE COMPLETED BY THE STUDENT EVENT COORDINATOR

Sponsoring Group(s)/Organization_____

Name of Event/Activity _____

Date of Event _____ Start time _____ End time _____

Description of Event _____

_____

Purpose of Event _____

_____

Room Request _____

Set up needed (if any) _____

_____

Unless instructed otherwise, notice of this event – once approved and scheduled - will be:

1. Posted on the BVCTC website calendar
2. Included in the "WEEK AT A GLANCE" flyers distributed on campus
3. Included in the "What's happening in STUDENT LIFE" email sent every Sunday from the Office of Student Life
4. Included as an announcement in the Miner's Report
5. Included in the weekly CONNECTION email sent to faculty and staff from the President's Office every Monday

Please note: If you would like to create a flyer for this event to be posted on the Digital Marketing System (tvs) or included in the Miner's Report, please email it to jeanne.smith@bridgevalley.edu for approval.

By signing below, I accept responsibility for this event with the understanding that

- I, and my organization, am accountable for the actions of the guests at this function (if applicable).
- I am required to be present throughout the event (if applicable).
- I am to ensure that the event is in compliance with all rules and regulations pertaining to building and facilities use.
- It is the sole responsibility of the organization to collect and deposit monies into an appropriate student organization account (if applicable).
- Flyers created to be distributed off campus must first be approved by the Director of Student Life.

Student Event Coordinator

Name_____ Signature _____ Date _____

College email _____**@my.bridgevalley.edu** Phone _____

Advisor

Name_____ Signature _____ Date _____

Please return this form to Jeanne Smith, 413 Davis or Acqua Fyall, 032 Main or send it electronically to Jeanne.Smith@bridgevalley.edu