STUDENT ORGANIZATIONS
EVENT REQUEST FORM

Name of Organization: _____

Name & E-mail Student Submitting Request: _____

Description of proposed event including date, topic, proposed speakers, if food will be served, proposed location, estimated attendance, etc.: _____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Estimated Cost of Request: _____

Is this a Budgeted Item?

_____ **Yes**

_____ **No**

- **All requests for programs or supplies must advance the purpose of the organization.**
- **No organization may schedule more than two events per semester.**

Questions? E-mail lawstudentorgs@duq.edu.

ORGANIZATIONS/INDIVIDUALS FAILING TO SUBMIT A REQUEST FORM AND TO RECEIVE APPROVAL FOR PURCHASES OR PROGRAMS WILL NOT BE REIMBURSED