



Club Event Form

Club Name: _____

Club Event: _____

Date: _____

Time: _____

Location: _____

Description of Event:

Are you utilizing Club Funds? Y / N

(Please make sure to complete appropriate cash/check form or complete a budget request with the VPF)

Are you promoting this Event with Flyers? Y / N

(Please attach flyer for review)

Club President Signature

Club Advisor Signature

(Please make sure room reservations have been approved before submission of this form)