

COLUMBIA COLLEGE - EVENT FORM

Please complete this form to request an event. Filling this form does not mean your event is happening. Please wait for approval from Student Services. Check your email regularly. Event requests **must be submitted** at least 3 weeks prior to the proposed date of your event.

Section A - Contact Information	
Today's date:	
Student/staff name:	
Student/staff e-mail:	
Student ID number:	
Club Name:	
Section B - For All Events	
Event date:	
Event name:	
Proposed location:	
Setup time:	
Start and end time:	
Takedown time:	
Purpose of the event:	
Event program (list of things that will happen during your event):	
Equipment request (excluding tables and chairs):	
<input type="checkbox"/> Amplifier	
<input type="checkbox"/> Microphone	
<input type="checkbox"/> TV on wheels	
<input type="checkbox"/> Laptop	
<input type="checkbox"/> Folding table	
<input type="checkbox"/> Other: _____	
* This is only a request. Student Services will review and approve requested items.	

What is the total cost of your event? _____

Please break down your cost below by listing the items/services you are purchasing for the event and how much they will cost. [ex] Item:, Estimated cost: \$100

Item/Service	Estimated Cost
<i>Examples</i> 3 Pizzas from Dominos Caricature Artist \$50/per hour	<i>Examples</i> \$75 \$150/3 hours

Section C - For Fundraisers Only

A fundraising event collects money through voluntary contributions, sales, or events/programs for a charitable donation or club support.

Is this event a fundraiser for a registered non-profit, charitable organization or for your club?

For charity _____ For our club _____

If for charity, what is the name of the organization where all proceeds will go to?

[ex] BC Children's Hospital Foundation, Canadian Red Cross Society, World Vision Canada

What is the organization's registered number? _____

Who will be responsible for collection the proceeds at the end of the event?

Name: _____ Student ID Number (if applicable): _____

Where should the cheque be sent? Please provide the full address, including the postal code.

Please confirm that you have read the Columbia College Student Fundraising Policy by signing it and attaching it to this form.

