



Program Planning Form

Please submit this form to the VP of Clubs and Organizations at least 7 days prior to event.

Club Name:

Club President:

Program Title:

Location:

Date:

Time:

Co-sponsor (if needed):

Faculty/Staff/Department Involved:

Description of Program:

Is this program community service? Yes No

If necessary, have you booked the location and/or vans? Yes No N/A

Does your program require any specific equipment? Yes No N/A

If yes, explain:

Signature of Program Organizer:

Date:

Signature of Club President:

Date:

Signature of Club Advisor:

Date:

Signature of VP of Clubs and Organizations:

Date: