**Off-Campus Event Approval Form**

Request MUST be submitted a minimum of 14 days prior to the date of the event by email from the advisor to tsustudentactivities@tnstate.edu. This form must be completely filled out in order for it to be processed and approved. The Post-Event Evaluation Form must be submitted to tsustudentactivities@tnstate.edu within seven (7) days of the event.

Name of Organization

Name of Event

Location of Event

Desired Date(s) Start & End Time(s)

Estimated Attendance Admission Requirements

Primary Contact Person Email

Secondary Contact Person Email

Name of Advisor(s)

Advisor Email Phone #

Will money be collected? Yes No Is security being used? Yes No

By completing and signing this form, the organization acknowledges that its advisor and (an) executive officer(s) have read these policies and guidelines for the space managed by the office of Student Activities. The organization also acknowledges that an advisor must be present from the beginning to the end of the event and that the Post-Event Evaluation Form must be submitted no later than seven (7) days after the program/event.

Print President’s Name Print TSU Advisor’s Name

President’s Signature Date TSU Advisor’s Signature Date

 **For Office Use Only**

Date Received:

☐ Event Description

☐ Event Approved

☐ Event Approval Pending (Reason: )

☐ Event Denied (Reason: )

Coordinator of Registered Student Organizations Director of Student Activities

Coordinator’s Signature Date Director’s Signature Date