



EVENT APPROVAL & REGISTRATION FORM

Campus Life
122 Johnston Hall • Baton Rouge, LA 70803
(225) 578-5160 • (225) 578-9441 - Fax
campuslife@lsu.edu • www.lsu.edu/campuslife

Greek Life
137 Johnston Hall • Baton Rouge, LA 70803
(225) 578-2171 • (225) 578-2450 - Fax
greeks@lsu.edu • www.lsu.edu/greeks

Event Approval Deadlines

Individual students and registered student organizations are required to register all events (excluding meetings). These events must be registered no later than 3 working days before the event is scheduled to occur. LSU PD requires at least 10 working days notice if security is required. The location and equipment needed should be reserved at least two weeks in advance. T-shirts, caterers, corporate sponsors, fundraising and security must be approved with the appropriate University Department prior to final approval of the event. For additional guidelines see the Campus Life website at www.lsu.edu/campuslife.

Event Information

Name of Student Organization: _____

Title of Event: _____ Day and Date(s) of Event: _____

Location of Event: _____ Start Time: _____ am/pm End Time: _____ am/pm

Estimated Attendance: _____ Target Audience (please circle one): Public Members & Guests Members Only

Event Type (please check all that apply): Banquet Blood Drive Concert Cultural Event Dance

Educational Fundraiser Lecture Recreational Social/Party Table-sit Other: _____

How will you fund this event (please check all that apply) Dues Sponsors Fundraising Ticket Sales Other

Would you like this event to be placed on the Student Life Master Calendar? Yes No

Contact Information

Name: _____ Cell Phone: _____ Email: _____

Advisor Name: _____ Advisor Phone: _____ Advisor Email: _____

Advisor Signature: _____ President Signature: _____

Form Submission & Approval

At least 3 working days prior to the event, return completed forms to Campus Life in 122 Johnston Hall, Baton Rouge, LA 70803. Greek organizations should return forms to Greek Life in 137 Johnston Hall. Information provided on this form may require additional approvals from University departments. For more information, see approval deadlines above.

Date Form Received: _____ Received By: _____

ODOS Staff

Date Form Approved: _____ Approved By: _____

ODOS Staff

Comments: _____