

# Broward College South Campus

## Event Request Form (co-curricular events only)

In order to provide quality academic and cultural events on Broward College's South Campus, campus leadership commissioned a committee to help strategically organize, execute, and plan all campus events. The committee's primary goal seeks to enrich the intellectual and cultural experiences of the campus and the community by broadening students' experience. The committee wishes to encourage the academic and creative vitality of the College's faculty, students, and staff but at the same time distribute the campus's energies and resources strategically. Toward this end, the executive committee will review, approve, monitor, and/or evaluate any and all academic and cultural programming initiatives.

IF EVENT IS IN:	PLAN MUST BE SUBMITTED BY NOON OF:
September	July 15
October	August 19
November	September 16
December	October 21
January	November 18
February	December 16
March	January 20
April	February 17
May	March 16

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Date of Event:

Alternative Date:

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### CONTACT INFORMATION OF EVENT ORGANIZER:

Name:

Department

E-Mail:

Phone Number:

## Event Details:

Event Type:

Event Description

(Include Name of event):

Student Learning  
Outcomes associated with  
event/ Planned  
Assessment Method

**Preferred Location**

**Alternative Location:**

**What is the marketing  
strategy for this event?**

**Anticipated Attendance:**

Requested Budget:

How will the budget be  
spent?  
(Student Life funded  
events must include the  
Student Life logo on  
marketing materials.)

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**THANK YOU:** Your request will be processed in the order it was received. Submittal does not guarantee approval of event.

Date

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Supervisor Signature and Approval Date

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Request Received on:

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Event Approval  Approved  Denied  
 Send Back for Edits\Clarification

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