

**UH-Downtown Office of Student Activities & Events**  
**Student Organization**  
**Event Approval Request Form**

Organization Name \_\_\_\_\_

Contact \_\_\_\_\_

Telephone \_\_\_\_\_ Email Address \_\_\_\_\_

Event Date \_\_\_\_\_

Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Name/Description of Event \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Location of Event \_\_\_\_\_

Has this area been reserved with the Office of Student Activities & Events?

Yes \_\_\_ No\_\_\_

Who is invited to attend? \_\_\_\_\_

\_\_\_\_\_

Will there be a special guest or speaker invited? If so, please list \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**\*\*Remember to attach a copy of this form to the “Request for Use of Campus Facilities”  
required by the Office of Reservations and Events Management**

\_\_\_\_\_  
Student Organization Representative

\_\_\_\_\_  
Student Organization Advisor

\_\_\_\_\_  
Student Activities & Events Representative

**\*\*Note: This form must be received by the Office of Student Activities & Events at least two weeks prior to the scheduling of any event on campus**