

PROGRAM REQUEST FORM w/ NO SERVICES



Please complete this form during the planning process of your program. This form is for requesting only a space. This form must be filled out in its entirety before submission. No program can be advertised without prior approval. Please check your club/organization mailbox, located in Hillwood Commons, behind the information to see if your program was approved or denied. **PLEASE NOTE THAT THIS FORM MUST BE RECEIVED NO LATER THAN 2 WEEKS PRIOR TO YOUR EVENT. REQUESTS TURNED IN LATE ARE NOT GUARANTEED TO BE APPROVED.**

Name of Organization:		Today's Date:	
Name of Program:			
Name of Representative:		Phone:	
Contact Email:			
Date of Program:		In Time:	Start Time:
<input type="checkbox"/> Allows for set-up/Clean-up time. For example: If your program starts at 6 pm but you need 1/2 hour to set up you would type: In Time: 5:30 pm - Start Time: 6 pm.		End Time:	Out Time:
Location (1st choice):		Location (2nd choice):	

Explanation/Purpose of program (be specific):

Approved:	Denied:
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Special Instructions from the Office of Student Life & Leadership Development:

Please Email the form to the appropriate person or print the form and drop it off at the Office of Student Life & Leadership Development, Hillwood Commons, Rm. 102.

Eric Zirlinger; Assistant Director of Student Life & Leadership Development: ext: 2818 or email eric.zirlinger@liu.edu
Fernando Mendoza; Associate Director of Student Life & Leadership Development: ext: 2606 or email fernando.mendoza@liu.edu