Western Michigan University Registered Student Organization and Group Event Registration Form

Any Registered Student Organization (RSO) or other group of students hosting an event at which 100 or more people are expected to be in attendance, must register the activity with the office of Student Activities & Leadership Programs (SA&LP). The event must be registered with SA&LP not less than three business days in advance by completing this form and returning it to 2420 Faunce Student Services.

Sponsoring RSO or group: ________________________________

Event Title: ____________________________________________

Event Purpose: __________________________________________

Date of Function: ___________________________ Time of Function: ___________________________

Location of Function: ________________________________________

Estimated Attendance: _________________________

Contact #1

Name: ________________________________________________

Phone Number: ___________________ Address: __________________________

E-mail Address: ___________________ Student ID Number: ______________________

Contact #2

Name: ________________________________________________

Phone Number: ___________________ Address: __________________________

E-mail Address: ___________________ Student ID Number: ______________________

Contact #3

Name: ________________________________________________

Phone Number: ___________________ Address: __________________________

E-mail Address: ___________________ Student ID Number: ______________________

Please list any cosponsoring organizations, corporations or individuals:

________________________________________________________________

Will alcohol be present at the function? Yes: _____ No: ______

Office Use Only: Fax to WMU Public Safety Date: ______ Time: ______