

**GREEK EVENT REGISTRATION FORM
ARKANSAS STATE UNIVERSITY**

Name of the Event _____

Date of Event _____ Contact Person/Organization _____

Location _____ Time of Event _____ a.m./p.m. _____ a.m./p.m.

Expected Attendance _____ Contact Phone Number _____

Description of Event _____

Signature of Chapter Representative _____

Signature of Tribal Leadership Center Representative _____

Date _____

THIS FORM MUST BE SUBMITTED 2 WEEKS PRIOR TO THE EVENT. Parties will not occur if proper notification has not been submitted to the Tribal Leadership Center 2 weeks in advance.

The sponsoring organization is responsible for the behavior of all persons attending the event.

All events conducted on campus must adhere to ASU policies, rules and regulations found in the Student Handbook. Students may access handbook information on the internet at www.astate.edu. In addition, all events must be in accordance with the policies of the respective national organization.

Event site must be completely cleaned immediately following the event.

Reservations for on campus sites such as the Pavilion, Student Union meeting rooms, Collegiate Park Clubhouse, Armory, etc. must be secured with the appropriate campus offices. Additional provisions may be expected depending on the facility.

Below list the name of all individuals serving on this event's security team and/or name of off campus agency contracted to work this event.