Idaho State University
Student Leadership and Engagement Center
Event Registration Form

All student organization events must have a completed Event Registration Form. This form is NOT your reservation. To reserve space you must make a reservation with Scheduling and Events Services Office in Pond Student Union room 215.

Organization Information
Organization Name: ____________________________
Index Code: CLB - ____________________________

Student Contact
Name: ____________________________
Email: ____________________________
Phone: ____________________________

Advisor Contact
Name: ____________________________
Email: ____________________________
Phone: ____________________________

Event Date(s): ____________________________
Start Time: ____________________________ End Time: ____________________________
Location: ____________________________ Rainsite: ____________________________

Event Name and Description: ____________________________

Attendance Cost: Student: ____ Staff/Faculty: ____ Public: ____

Intended Audience (Check all that apply):
☐ Organization Members
☐ ISU Students
☐ Faculty/Staff
☐ Public

Will food be served at your event?
☐ Yes ☐ No

Will Chartwells be serving the food?
☐ Yes ☐ No

(If no, you must submit a catering waiver to Chartwells for approval. Outside food may not be used without an approved catering waiver.)

Is food under $100.00?
☐ Yes ☐ No

If yes, what is it?

SIGNATURES
Organization Advisor - First required signature Date
Chartwells - Needed if there is food at event Date
Scheduling Office - Needed for events in the Student Union, Rendezvous, or Quad Date
Other Date
Student Activities Coordinator Date

Reviewed by:
Date Reviewed:
☐ Student Organization
☐ Greek Life
☐ Student Activities Board
☐ Other: