

Idaho State UNIVERSITY Idaho Falls

Event Registration Form (ERF)

ISU-IF Student Involvement Center 208-282-7865 1784
 Science Center Drive, Idaho Falls, ID 83402
 Room 204 - Second Floor of the Bennion Student Union Building

Organization Information	Index Code: _____
Name of Organization: _____	

Contact Information

Student Contact—Student Responsible for Event:

Name: _____
 Email: _____
 Phone Number: (____) _____ -- _____

Advisor Contact—Advisor Responsible for Event:

Name: _____
 Email: _____
 Phone Number: (____) _____ -- _____

Final Signatures

<input type="checkbox"/> Organization Advisor— First Required Signature	Date
<input type="checkbox"/> Scheduling Office (Bennion SUB), Bennion Room 204	Date
<input type="checkbox"/> Scheduling Office (CHE or TAB), TAB Room 204	Date
<input type="checkbox"/> Campus Outdoors or Off Campus Location	Date
<input type="checkbox"/>	Date

Event Information

Name of Event: _____

Type of Event (performer/meeting): _____

Description of Event: _____

Event Date(s): _____

Event Start Time: _____ End Time: _____

Event Location: _____

Alternative Event Location: _____

Address (If off campus): _____

Will food be served at your event? Yes No

Have you ordered food with Chartwells or other (Pizza) Yes No

Do you need food tables? Yes No # of tables: _____

Will you need Public Safety at your event? Yes No

Ticket Locations: _____ Do you need a Cash Box? Yes No

Intended Audience: _____ Estimated Attendance #: _____

Organization Members ISU Students UI Students

Faculty Staff Public (explain): _____

Is your event suitable for minors? Yes No

If no, please explain: _____

Event Set-up/Audio-Visual Services

Set-up Type: Theatre Classroom Banquet U-Shape

Other (explain): _____

Will you require other AV Equipment or Services? Yes No

LCD Projector Projection Screen Sound System

Podium/Mic Laptop Computer Microphone(s) - # _____

TV/VCR DVD Player Other: _____

To secure space for your event you must: fill out this form completely and acquire all needed signatures. Please provide a setup map whenever possible. Any changes to the event must be communicated to the scheduling office as soon as possible.