

Student Affairs Special Event Notification Form

This form is to be used to notify Student Affairs leadership of your special event. It serves as notification to your Assistant Vice President of any special invited guests (senior leadership at DSU (AVPs, Deans, Donors, VPs and President), board of trustees members, local government, etc.) who will be present, as well as notifying the Vice President of Student Affairs of the event and requesting his/her presence at the event.

Event name: _____

Organization/Group Making Request: _____

Date of event: _____

Time: _____

Location: _____

Brief background on event (including activity, purpose, and intent):

Intended audience: _____

Special invited guest(s) – list both on campus and off campus:

What role will the special invited guest(s) be playing at the event?:

AVP Signature: _____

VP Signature (if necessary): _____