



Southwestern College
OFFICIAL ACTIVITY REQUEST
Associated Student Organization

ICC: Approved ☐ Denied ☐
Date: _____
Motion: _____
Seconded: _____
Notes: _____
ASO Advisor: _____

Directions:

Activity Request № 0101

- Print or Type all required information.
- Submit this Form to the Student Activities Office at least two (2) weeks prior to the planned date of activity/event.
- Request for dances and concerts must be submitted four (4) weeks in advance.
- Off-campus field trips/events/activities require the "Excursion Liability Release & Agreement Form" and must be submitted to the Office of Student Activities no less than 48 hours prior to the actual date of trip/event/activity.

Student Club/Organization Name:

Activity/Event Title:

Type of Activity:

Date/s of Activity:

Day/s of the Week:

Set-up Time:

Start Time:

End Time:

Request Submitted by: (Print Name)

Signature:

Club/Organization President: (Print Name)

Signature:

Attending Club/Organization Advisor: (Print Name)

Signature:

Approved by Club/Organization Advisor: (Print Name)

Signature:

Location:

_____ Student Union East	_____ Amphitheater
_____ Student Union West	_____ Classroom No.
_____ Student Union Lobby	_____ LRC Patio
_____ Student Union Patio	_____ Mayan Hall
_____ Student Union Mall	_____ Stadium
	_____ Veterans Glen

Equipment Requirements:

*Available through OSA

_____ No. of tables	_____ Projector
_____ No. of chairs	_____ Sound System
_____ P/A system	_____ Cash Box*
_____ A/V equipment	_____ Grill*
_____ Podium	_____ Cooler*

Off-Campus Location: (Exact address must be provided prior to approval.)

☐ Diagram of set-up required for this activity attached

Additional Requirements: _____

Director of Student Development Approval:

Date:

Note: Musical Entertainment will only be authorized during **College Hour – Tuesdays/Thursdays from 11:00am to 12:00pm.**

Name of Group: _____ Name of DJ: _____

Name of Speaker: _____ Topic: _____

Contract Needed? Yes _____ No _____ Parking Arrangements Needed? _____ Explain: _____

Attach a diagram of set-up required along with other special requests or equipment for this activity.

Additional Requirements: _____

DO NOT WRITE BELOW

Request on time? _____ Approved? _____ Denied? _____ Reason: _____

Additional paperwork required _____

Facilities Office Use : Work Ordered by: _____ Work Order #: _____ Date: _____

Route: OSA _____ | Director of Student Development _____ | ICC _____ | Facilities _____ | Additional Notes: _____

Distribution: WHITE - Office of Student Activities | YELLOW – OSA File Copy | PINK – Facilities | GOLDEN ROD – Club/Organization | 619.482.6568 | www.swccd.edu

ActvReq/SP12rev/jdm