



UNUSUAL OR EXTRAORDINARY EVENT FORM

Before final approval is granted by the Vice President for Student Affairs, contact and clearance must be achieved with the following offices (in Priority Order 1-5), seventy-two (72) hours in advance of the event.

NO FAXED COPIES OF THIS FORM WILL BE ACCEPTED AT ANY TIME.

- | <u>Initial</u> | <u>Date</u> | |
|----------------|-------------|--|
| 1. _____ | _____ | Campus Scheduling, University Union-Phone 581-3861 |
| 2. _____ | _____ | Safety Officer, Physical Plant - Phone 581-7068 |
| 3. _____ | _____ | Office of Vice President for Business Affairs, O.M. 123 - Phone 581-2921 |
| 4. _____ | _____ | Director, Facilities, Planning and Management - Phone 581-2178 |
| 5. _____ | _____ | University Police Chief - Phone 581-3213 |

Please initial and date, on the lines provided, as each center is cleared. Clearance is listed in Priority Order. Upon completion of the above contacts, take the form to the Office of the Vice President for Student Affairs, Old Main 1211.

Event Information

Event Name:	Organization Requesting Approval:		
Date: _____, 2007	Time: _____	Location: _____	Attendance: _____
Food Provider and Description of Food (IF Any):			
Description of Liquor Services (If Any):			
Detailed Description of Event:			

Approved by:

Vice President for Student Affairs
Old Main - 1211
Phone: (217) 581-3221

Name of Event Advisor (**please print or type**)

on file with Campus Scheduling
Signature of Event Advisor Date

Address (Dept.) Of Advisor

Cc: Event Sponsor
Vice President for Student Affairs

phone: 581-_____ email: _____@uiu.edu