

**Program and Activity
Registration & Reservation Form**

Today's Date: _____
25Live # _____
Date of Draft _____

CONTACT INFORMATION

(1) Advisor Name: _____ Email Address: _____

Address: _____ Phone/Extension: _____

(2) Officer Name: _____ Email Address: _____

Address: _____ Phone/Extension: _____

Activity Title: _____

Topic to be Discussed/Purpose of Request (please be specific): _____

Date(s) Requested _____

Alternate Date(s): _____

Event Start Time: _____ Event End Time: _____ Pre-Event Time: _____ Post-Event Time: _____ # of Attendees: _____

Preferred Campus: Grayslake Lakeshore Southlake Preferred Campus Location: _____

The College will try to honor your preference but location will be based on availability. We require a minimum of seven (7) days advance notice for use of College space.

By signing this form, the individual or organization/agency representative confirms that he or she has read and that the individual or the representative's organization or agency will comply with all rules and regulations outlined in this Registration Reservation Form and all College policies and procedures.

Signature of Name (1): _____

Signature of Name (2): _____

Please complete all information and Review the "Time, Place, and Manner Regulations"

Office of Student Life Use Only

This program request has been: Approved Denied Date: _____

Explanation: _____

Student Life Administrator Signature: _____ Date: _____

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<p>NAME OF SPEAKERS</p> <p>_____</p> <p>Contract Amount: _____</p> <p><input type="checkbox"/> Pre-sell Tickets (amount) _____</p> <p><input type="checkbox"/> Cash Box</p> <p><input type="checkbox"/> CLC Fleet Vehicle</p> <p><input type="checkbox"/></p>	<p>CATERING REQUESTS</p> <p>(separate form required, costs apply)</p> <p><input type="checkbox"/> Food and/or Drinks – catering form attached</p> <p><input type="checkbox"/> Other needs:</p> <p>_____</p> <p>_____</p> <p>_____</p>						
<p>PROMOTIONAL REQUESTS</p> <p>Once approved, please promote this event on:</p> <p><input type="checkbox"/> Lancer Radio</p> <p><input type="checkbox"/> RiseVision TV</p> <p><input type="checkbox"/> NOVA Display</p> <p><input type="checkbox"/> Club Webpage</p> <p><input type="checkbox"/> myCLC Portal</p> <p><input type="checkbox"/></p>	<p>FACILITY REQUESTS</p> <p>AV MATERIALS, please describe them below:</p> <p>_____</p> <p>_____</p> <p><input type="checkbox"/> Setup diagram attached</p> <table border="1" data-bbox="792 1045 1500 1188"> <tr> <td>_____ # of Chairs</td> <td>_____ # of Round Tables</td> </tr> <tr> <td>_____ # of Trash Cans</td> <td>_____ # of 72 x 18 Tables</td> </tr> <tr> <td></td> <td>_____ # of 72 x 30 Tables</td> </tr> </table>	_____ # of Chairs	_____ # of Round Tables	_____ # of Trash Cans	_____ # of 72 x 18 Tables		_____ # of 72 x 30 Tables
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