



Associated Student Government
Rogue Community College

EVENT REQUEST FORM

Title of Event/Activity		Club or Organization Host	
Sponsor/Co-Sponsor		Event Location	<input type="checkbox"/> On campus <input type="checkbox"/> Off-campus <input type="checkbox"/> Online
Specific event location (i.e. RWC-Rogue Auditorium, Jackson County Library, Zoom, etc.)			
Date of event		Timeframe of Event	
Type of Event	<input type="checkbox"/> Social <input type="checkbox"/> Educational <input type="checkbox"/> Cultural		

GOALS AND PURPOSES

Who is your target audience?

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What is the specific purpose and goals of the event?

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What will your event contribute to the clubs, RCC, or overall community?

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What strategic plan goals does your event connect to? ([See RCC Strategic Plan](#))

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Please provide a detailed description of the event (i.e. who, what, when, where, how?)

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RISK MANAGEMENT

Is your event open to the community?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe <input type="checkbox"/> Not sure
Do you need to complete any waivers for your event?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe <input type="checkbox"/> Not sure
Will you need security for your event?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe <input type="checkbox"/> Not sure
Do you need to contact Risk Management about your event?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe <input type="checkbox"/> Not sure
Is your event a field trip or student excursion (AP 4300)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe <input type="checkbox"/> Not sure



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RESOURCE BREAKDOWN

What type of decorations are you planning or will need?

What type of food are you planning or will need?

What type of supplies or media resources will you need for your event (A/V, microphones, speakers, tents, chairs, tables, etc.)?

Will you have prizes at your event and if so, what type are you planning to provide?

Will you be charging an entrance fee or accepting donations at your event?

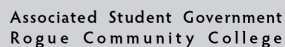
Are you planning to utilize any outside vendors and/or invite guest speakers, performers, utilize volunteers, etc. to your event? Please provide as much information as possible.

(Please note: Students are prohibited from making contractual commitments in the name of Rogue Community College—if a student makes a contractual commitment, the student may be personally liable for the contract fee).

Have you created any advertisements/marketing materials for your event? Or do you need assistance with creating materials?

(Any marketing materials MUST include the ASG Shield and be approved by ASGRCC before posting on any RCC campus and/or any online platform).

Are there any other types of miscellaneous items or resources you'll need for your event?



BUDGET	
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Budget Sources	
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How much does your club or organization plan to contribute?	
How much of your proposed budget is from other sources?	
How much are you requesting from ASGRCC?	

****Note:** Per the By-laws, all events must have AT LEAST %25 of the budget required covered by the club requesting or donations from other sources.

Event Budget Proposal

[illegible]

Total Budget	
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****Note:** Submitting your budget here, does not guarantee event approval or allocation approval. This is just a summary of the planned costs to run your event. A representative of ASGRCC will contact you with the Allocation for Funds Request or other paperwork as needed.