



THE  
**COLLEGE**  
OF THE  
**FLORIDA KEYS**

## EVENT SUPPLIES AND MATERIALS REQUEST FORM

Approved events may submit a request for additional materials and supplies.

Key West

Middle Keys

Upper Keys

Name:

Event:

Date(s):

Location:

**Work Order request:** Please list how many are needed for the event.

Table(s)

Chair(s)

Tent(s)

Cooler(s)

Other:

**IT Request (Projector, laptop, speakers or etc.):**

**Food order request:**

**Additional items or supplies:** Please provide event details for the

Plates

Tablecloths

Cutlery

Stationary (Award Paper, cardstock)

Serving utensils

Décor

Napkins

Other:

**This form must be completed by the club advisor or co-advisor and then submitted to the Director of Student Activities two (2) weeks before the event. All requests will be subject to approval and availability.**

Student Club Advisor

Approved

Denied

Director of Student Activities

Approved

Denied