



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:

Select funding source:

Club Account

Semesterly club allotment from Student Activities

Additional items or supplies:

Plates

Cutlery

Serving utensils

Napkins

Music Speaker

Tablecloths

Stationary (Award Paper, cardstock)

Cash Box

Décor

Other:

This form must be completed by the club advisor or co-advisor and submitted to the Assistant Director of Student Activities at least two (2) weeks prior to any on-campus or single-day off-campus event, and at least four (4) weeks prior to any multi-day off-campus event. All requests are subject to approval and availability.

Club Advisor or Co-Advisor

Date

Assistant Director of Student Activities

Approved

Denied