

Date Received: \_\_\_\_\_



## Event Request Form and Sign-up Sheet

Department/Organization Sponsoring Event:

\_\_\_\_\_

Event Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Event: \_\_\_\_\_

Date and Time Of Event: \_\_\_\_\_

Time SF Members needed: \_\_\_\_\_ Duration: \_\_\_\_\_

Location: \_\_\_\_\_

Role(s) of ASU Student Foundation Members: \_\_\_\_\_

\_\_\_\_\_

Dress Attire: Blazer  Shirt

Number of Students Requested: \_\_\_\_\_

*This request form needs to be submitted at least one week prior to the event. Please send to Student Leadership Programs office at Mail Code: 3001 Phone: 965-2249, MU #340.*

*For additional forms or more information, visit the Student Foundation web site at:  
[http://www/studentprgms/orgs/student\\_foundation/](http://www/studentprgms/orgs/student_foundation/)*

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