



**Student Club Activity Approval Form**  
 Ph. 403.440.5186  
 Fax. 403.440.8909

**Date Submitted:** \_\_\_\_\_

**Organizer Information**

Student Club: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Activity Information**

Activity Title: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Location: \_\_\_\_\_ Prep Time Needed: \_\_\_\_\_

Expected Number of Guests: \_\_\_\_\_ Will Alcohol Be Served: \_\_\_\_\_

Will you be selling tickets: \_\_\_\_\_ Price: \_\_\_\_\_

**Short Description of Activity:** \_\_\_\_\_

\_\_\_\_\_

**Entertainment**

Entertainer / Presenter: \_\_\_\_\_

Entertainer / Presenter Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Website: \_\_\_\_\_

Do you require a PA (Public Address) system for a band, DJ or speaker(s): \_\_\_\_\_

Do you require a VPU (Video Projection Unit) and a screen or TV: \_\_\_\_\_

Check if needed: Coat Check?  Float?  Ticket/Door Person

*The above information is required for scheduling purposes and technical requirements. You will be contacted by the SAMRU Production Coordinator to discuss all technical needs for your event if held within Liberty Lounge and Wyckham. Please gather as much technical information as possible well in advance of the event.*

**Club Executive Authorization**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Position: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Position: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Position: \_\_\_\_\_

We authorize SAMRU to debit our account for the venue rental amount (if applicable):  Yes  N/A

For Internal Use Only

Approval Date: \_\_\_\_\_ Approved By: \_\_\_\_\_

*The personal information collected on this form will be used to administer and manage SAMRU's programs and services, and to maintain SAMRU's records. This information will be protected by the provisions of the Personal Information and Protection Act and can be reviewed during normal business hours upon request. Information may be disclosed to third parties in order to meet specific contractual and legislative requirements required to deliver services that you have requested. We treat your personal information with care and respect, and use it to improve our services to you*