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Event Coordinator

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## Student Activities Office Dance Dance Module

\* = Required Field

Dance Location \* :

Date of Dance \* :

Sponsoring Residence Halls/Student Groups \* :

Theme of Dance \* :

Dance attire \* :

Anticipated attendance \* :

Start time of dance \* :

End time of dance \* :

### TRANSPORTATION AND SECURITY

Transportation to be provided by \* :

Departure location from campus \* :

Transportation schedule \* :   
(e.g. Buses will shuttle from campus to venue beginning at 9:00 pm...)

Security will be provided by \* :

### FOOD AND ENTERTAINMENT

Food that will be prepared and provided by Catering by Design \* :

Food that will be prepared and provided by off-campus facility \* :

Music/Lights will be provided by \* :

### SET-UP AND CLEAN-UP

Set-up and decoration responsibilities \* :   
(If responsibilities for set-up and decorations are with the student group, include schedule for set-up):

Clean-up responsibilities \* :

### TICKETS AND EXPENSES

Ticket Price \* :   
(include individual and couple costs):

Ticket sales schedule and details \* :   
(include how and when tickets will be sold to attendees):

Check-in procedures \* :   
(e.g. tickets, names and IDs will be checked at the door by a€):

Estimated costs for venue, food, music, transportation and security \* :

Additional information:

NOTE: If you are planning to create a t-shirt or other item for this dance, please submit a separate Imprinting Merchandise request.

A Service Provided by the Student Activities Office

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