



FORM 3.3

PROPOSAL FOR ORGANIZATIONAL ACTIVITY

Name of Organization: _____

Advisor: _____ Phone: _____ Email: _____

President: _____ Phone: _____ Email: _____

Activity Name: _____

Price of Admission (if applicable): _____

Activity Date and Time: _____

Proposed Location: _____

(For on-campus events: rooms must be reserved by the Advisor before the event is approved)

Who is invited to this event? _____

Has your organization filled out the event description page?	Y	N
Has the speaker information page been completed? N/A	Y	N
Does the event carry out the mission of the organization?	Y	N

All speakers or entertainment must be approved by the Director of Student Activities and the Vice President for Student Affairs. Only authorized administrators are allowed to sign University contracts. Each organization is responsible for funds to meet the financial obligations when bringing speakers or entertainment to the campus. The University will not assume responsibility for financial obligations incurred by campus organizations.

Organization President *Date*

Organization Advisor *Date*

Please attach Event and/or Speaker Description Form

Approved *Director of Student Activities* *Date*

Approved *Dean of Students* *Date*

Approved *Vice President for Student Affairs* *Date*



EAST TEXAS BAPTIST
UNIVERSITY

FORM 3.3.1

EVENT DESCRIPTION PAGE

Name of Organization: _____

Proposed Event Name: _____

Proposed Date(s): _____ Proposed Time(s): _____

Proposed Location: _____

Estimated Cost: _____ Requesting SGA Funding? Y N

Purpose:

Decorations:

Activities:

Food/Drinks:

Plan:



EAST TEXAS BAPTIST
UNIVERSITY

FORM 3.3.2

SPEAKER DESCRIPTION PAGE

Name of Organization: _____

Proposed Event Name: _____

Speaker Name: _____

Speaker Title/Position: _____

Where is the Speaker from? (City, State): _____

Church Affiliation: _____

****In addition, please attach a 250 word summary/bio of the speaker typed on a separate sheet of paper.**