



Event Registration Form

Center for Student Involvement
Spring Hill College
Student Center Room 231
251.380.3027 (phone)
251.460.2112 (fax)
csi@shc.edu

All events to be held or sponsored by student organizations, with the exclusion of regular meetings, must be registered with and approved by the Center for Student Involvement (CSI). This includes, but is not limited to, educational and social programs, entertainment events, fundraisers and parties. In addition, campus departments wishing to have their events placed on the Student Event Calendar must also register their event with CSI. Registration Forms must be submitted to the Center for Student Involvement a minimum of five (5) class days before the event.

Organization/Department Information

Sponsoring Organization(s)/Department(s): _____

Event Contact: _____

Email: _____ Phone: _____

Organization President: _____ Email: _____

Organization Advisor: _____ Email: _____

Event Information

Event Title: _____

Event date(s): _____ Start time: _____ End Time: _____

Event description: *(For events open to SHC Campus or Public Events, this description will appear on the Student Event Calendar)*

Event Location: _____ Estimated Attendance: _____

Event Audience: *(check all that apply)* ☐ Members & Guests only ☐ Campus Community ☐ Public

Admission Charge? : ☐ yes ☐ no If so, much?: _____

Form Submission

Submission Instructions: This form should be submitted by email to the Center for Student Involvement at csi@shc.edu. To submit, please save the completed and signed form and send as an email attachment to the above address. Paper forms or forms that are incomplete will not be accepted.

Certification: The signature below certifies that all information on this form is accurate and up-to-date and that this organization is active and conducts its affairs in accordance with all applicable laws and College policies.

Signature: This form must be signed and submitted by the president of the student organization as listed above.

President's Signature: _____