SOUTHERN UNIVERSITY AT NEW ORLEANS
Campus Event Planning Form
Please complete this form at least 21 days before your event

Title & Description of Event: _____

Sponsoring Host: _____ Contact number: _____

Date of Event: _____ Start Time: _____ End Time: _____

Admission Charge: Yes_____ cost - ($ _____) No _____

Advertisement (check all that apply): _____ Community _____ On-Campus Only _____ Other College Campuses

Event Location (Name of Room): _____ Number of people expected: _____

Please refer to the list below. Place a check mark next to the location desired. Secure the signature of Building Manager designated for the chosen location. Once you have secured the recommendation of the building manager, proceed to the additional required signatures. Your request is not finalized until approved by the Vice Chancellor for Administration and Finance.

	Name of Building	Building Manager Listed Below
	Gymnasium	Bernard Griffith, Athletic Director, Gymnasium, Room 209
	University Center	James Rowley, Sr., University Center, Room 125
	College of Business & Public Administration	Igwe Udeh, College of Business, Room 211
	Lake Campus Multipurpose Complex, Rooms 609 & 611	Willie Jones, College of Education, Room 323
	All Classrooms- Lake Campus and Park Campus	Sally Novatney, Academic Affairs, Bashful Bldg., Room 158
	ITC	Edmond Cummings (ITC) 2nd Floor
	Cafeteria	Mickey Cornin, Aramark Manager
	University Conference Center	Jullin Renthrope, Bashful Bldg., Room 301
	Library	Shatiqua Mosby-Wilson, Library, Room 330
	School of Social Work, Lecture Hall	Rebecca Chaisson, School of Social Work, Room 207
	Millie M. Charles, School of Social Work Auditorium	Rebecca Chaisson, School of Social Work, Room 207

Individual Making Request: _____ Contact Number: _____

E-mail Address: _____ Cell Number: _____

If this request is by a student or student organization, you **MUST** secure the additional approval of the Advisor and Office of Student Activities.

Advisor: _____ Date _____

Mary Jackson _____ Date _____
        Director, Student Activities

- -REQUIRED SIGNATURES- -

Recommended_____ Date_____
        Building Manager:

Recommended_____ Date_____
        Bruce Adams, Chief-Campus Police

Recommended_____ Date_____
        Director of Facilities

Approved:_____ Date _____
        Jullin Renthrope, Vice Chancellor Adm & Finance
        (SIGNATURE REQUIRED FOR OFF-CAMPUS ORGANIZATIONS ONLY)

Please submit a copy of this signed form to Campus Police, along with a Work Request for the Facility Management Department. The Campus Event Planning Form must be approved at least 72 hours prior to event.

Revised 01/2018