Requestor Information

Requestor Name: ___________________________ Email: ___________________________

Home Campus: _____________________________ Phone number: _______________________

Event Information

Event Title: _____________________________________________________________________

Event Type (circle all that apply):

- Academic/Educational
- Leadership/ Personal Development
- Lecture/ Speaker
- Recreational/Sports
- Service/ Philanthropy
- Social/Entertainment

Brief Description:

________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

If more space is needed, please continue on the back of this form.

Target Audience:

________________________________________________________________________________
________________________________________________________________________________

Expected Attendance: _____________________________ _____________________________

What Campus(es) would this event be held? Coweta  LaGrange  Murphy  Douglas  Carroll  Sites/CEC

Expected Cost (itemize): _____________________________
Date: ________________

Expected Cost (continued):

_________________________________________________________

What other things would you like to see at this event? -

_________________________________________________________________________________________

_________________________________________________________________________________________

_________________________________________________________________________________________

_________________________________________________________________________________________

Other questions/ comments?

_________________________________________________________________________________________

_________________________________________________________________________________________

Don’t forget to check the Student Life Calendar frequently to keep up with events!

Do you or anyone you know struggle with personal issues that are affecting your school work? The Student Life Program is here to help you!!

http://www.westgatech.edu/sa/Student_Life.htm

Did you know about our Discount Program? Download the App & save!

Here’s a printable version!

http://www.westgatech.edu/sa/Print_Coupons.pdf

For Office Use Only

Date Received: __________________________   Received by: __________________________

Budget reviewed

Event justifiable for all campuses according to expected cost? Why or why not?

_________________________________________________________

_________________________________________________________

Date Filed: __________________________   Filed by: __________________________