

Event/Activity: Student Organized Events (including lunch talks)

1. Contact Details
Hosting Club/ Student Group:
Organizers Name:
Organizers Email:
Club Representative Name:

2. Event/ Activity Details
Type of activity:
Proposed date and time:
Preferred room(s) in order of preference:
How many attendees are expected?

3. Educational Presentations (including lunch talks)
Name of presenter:
Topic of presentation:
Is lunch being provided (Y/N)?
Is this an external presenter (Y/N)?

Declaration of Club Representative	
I understand the club is responsible for the clean up at the end of the talk and ensuring the facility is in the same condition it was prior to the event.	Initial:
I understand that failure to have the planned presentation approved by student services will result in cancellation of the event.	Initial:
I understand that failure to follow the WCVM Standard Operative Procedures for Student Organized Events may result in revoked privileges for the student club to book events.	Initial: