

CLUE EVENT PROPOSAL

SUBMISSION PROCESS

If you are interested in having a CLUE event, this form must be completed and returned to the Office of Student Life in 1C-201 a minimum of two weeks prior to the date of your event. All event proposals must be typed. The Office reserves the right to edit any event descriptions, if needed.

Date of Request: _____ Contact Person: _____

College Department/Office: _____ Location: _____

Phone: _____ Fax: _____ Email: _____

Name of Event: _____

Day: _____ Date: _____ Time: _____ am pm to _____ am pm

Location of Event: _____ CLUE TYPE: PG CC

Presenter: _____

Sponsoring Office(s) or Department(s): _____

Is this the first time the program is being done? Yes No

Is this a reoccurring event? Yes No (If yes, please list dates: _____)

Is an off-campus, non-college businesses or organizations involved in the planning and staging of this event in conjunction with your Office/Department? Yes No

If yes, please list: _____

The individual who will assume responsibility for the CLUE Attendance Sheet which will be furnished by the Office of Student Life prior to the event: _____

If applicable, may we include this event in the monthly calendar of Pluralism & Diversity programs and/or other publicity? Yes No

Event Description:

If a flyer has been made for this event, please include a copy of it with this CLUE event proposal.

FOR OFFICE USE ONLY: Authorized Approvals

() Approved by OSL Director _____ () Approved by AVPSA _____
Date/Initials Date/Initials

() Pluralism and Diversity Stamp to be added (if coordinated by the P & D Program).

The Office of Student Life
Campus Center (1C), room 201
Phone: 718.982.3088 Fax: 718.982.3087

