University of Connecticut

Fee-Funded Organization

Event Registration Form

Name of Organization

Contact person(s)

Planned Program/Event

Goal/Purpose of Event

Anticipated attendance

Event location

Event Date

Event start time Event end time

Will admission be charged?

If so, how much? Students Non-students

Please submit this form with a projected event budget at least two weeks prior to the planned event to Beth Desjardin in the Student Activities Business Office. An Event Assessment Form must be completed and submitted no later than one week following the event.

Program Planning Projected Budget

Anticipated Revenue $

Planned Expenses

 Advertising $

 Facilities

 Decorations

 Contract (Band, Speaker, etc.)

 Security

 Catering

 Other

 (list)

Total planned expenses $