

SUBMITTING EVENT FORMS

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What is the Event Registration Form?

- This form is used to notify the necessary parties about your event and reservation plans and helps us provide the appropriate guidance and support for your event.
- **REQUIRED FOR ALL EVENTS!**
- Minimum 2 week notice needed

Components the Form Asks You to Consider

- large audiences which may include students, faculty, staff and/or community members
- political or lobbying activities
- the availability of alcohol
- public speakers or performance groups
- protests, rallies, or forms of public demonstration
- larger weeks of activities (e.g. Week of Welcome)
- fundraisers (collecting money, selling tickets, etc.)
- tabling
- meetings
- off-campus activities
- movies and film screenings
- Justice Atrium reservations
- Xavier Yard reservations
- outdoor postings (flyers, signs, flags)

IT'S ALL IN ONE PLACE!

ENGAGE XU Office of Student Involvement

For additional information, contact the Office of Student Involvement at 513-745-3004 or by email at xuinvolvement@xavier.edu.

Please select your group from the drop down *

- Select Group -

This is the name of the primary student organization or program that is organizing or supporting the event.

What type of student organization is submitting this event? *

Undergraduate student organization

Graduate student organization

I'm not sure

Event Details - Please select any of the following to describe the reason for your event * (Maximum authorized answers: 15)

Meeting (rehearsals, etc.)

Fundraiser (donation box, collecting money, selling tickets, etc.)

Off-Campus Activity

Social Event (karaoke, trivia, performance, team building, etc.)

Outdoor Posting (display, yard signs, flags)

Speaker or Lecturer (guests at a meeting whether it is in person or remote)

Movie or Film Screening

Activism Event (protest, demonstration, rally)

Political Activity (voter registration, canvassing, etc.)

Alcohol Event (alcohol is served or available at your event)

Tabling Activity

Food / Beverage

5K

Liturgy / Service

None of the Above (please explain below)

Comments:

In what format will your event / activity occur? *

In-person

Online (Zoom, Teams, Insta Live)

Check all that apply!!



Save As Draft

Next >>

DISCOVER
develop
LEAD

After it's submitted...

The screenshot displays the EngageXU web application interface. The top navigation bar includes 'Home', 'Groups', 'Events', 'Chats', and 'Admin'. A search bar is present with the text 'OSI - Club & Organization Management'. The main content area shows a list of forms with the following details:

ID	Form Title	Status	Updated on	Steps
5	Event & Space Registration Form 2022-2023 SAC: MAD - Wild West - WOW 2022 (Fri, Aug 26 at 9:00pm - 12:00am)	DRAFT	Aug 10, 2022 1:31 PM	Advisors Jill Final Approval Step
6	Event & Space Registration Form 2022-2023 SAC Meeting (Wed, Aug 4, 2021 at 3:00pm - 5:00pm)	APPROVED	Aug 5, 2022 8:38 AM	Advisors Jill Final Approval Step
7	Advisor Agreement Form OSI - Club & Organization Management	APPROVED	Jul 27, 2022 2:07 PM	Step 1 Step 2
8	Advisor Reimbursement (Zelle) OSI - Club & Organization Management	APPROVED	Jul 27, 2022 2:04 PM	Student Org President / Treasurer Student Involvement Final Approval Step
9	Outdoor Space & Justice Atrium Reservation Form OSI - Club & Organization Management	APPROVED	Jul 27, 2022 2:00 PM	Jill
10	Event & Space Registration Form 2022-2023 SAC: Taste of Cincinnati - WOW 2020 (Thu, Aug 20, 2020 at 2:00pm - 4:00pm)	DRAFT	Jul 25, 2022 9:16 AM	

The 'Steps' column for the first row (ID 5) is circled in red, highlighting the 'Final Approval Step'.

QUESTIONS?

Thanks for coming!

Contact flanneryr2@xavier.edu with follow-up concerns!