

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

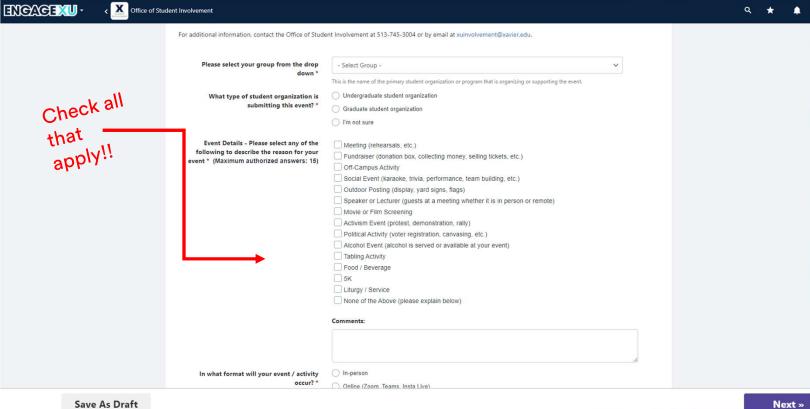


Components the Form Asks You to Consider

- 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)

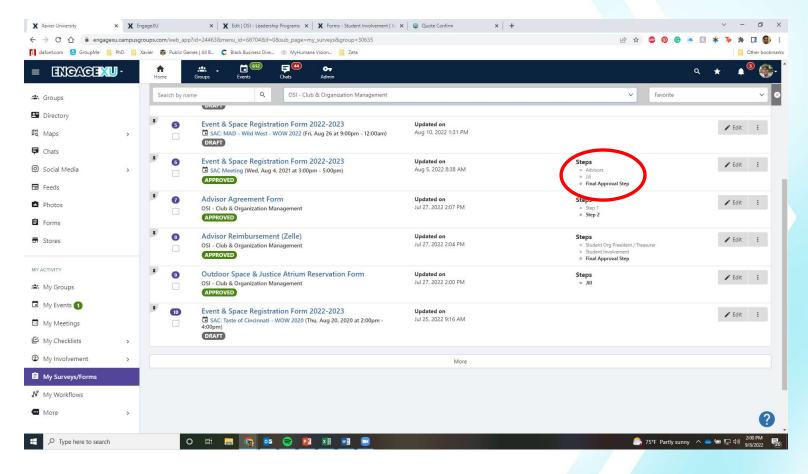


IT'S ALL IN ONE PLACE!





After it's submitted...







QUESTIONS?

Thanks for coming!

Contact <u>flanneryr2@xavier.edu</u> with follow-up concerns!