



Mott Community College
Event/Fundraiser/Drive Form



This form must be completed and returned to the Student Life Office
AT LEAST two (2) weeks prior to the proposed event.

Name of Club _____

Club Advisor Signature & Telephone Number: _____

Club President Signature: _____

Type of Event: Fundraiser Drive Sale Other

Name of Event, Location, Date and Time: (ALL ARE REQUIRED)

Will you be working with another organization? Who?(community or college)

Will you need any of the following items from the Events Office?

Tables Yes No How many? _____ Chairs Yes No How many? _____

Will you need the services of the AV Department? Check all that apply.

Screen SmartCart MovieMate Wireless Mic Sound System
Equipment Turned On

Will you need food/refreshments ordered? Yes No Please fill in order.

Approved: Yes No If No, Reason: _____

Student Life Coordinator Signature