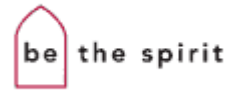


CAMPUS LIFE
PROGRAM APPROVAL FOR POSTING FORM



This form is for student groups to submit a poster/flyer for approval through Campus Life for posting. All student event(s) held on campus must turn in this form and attach a copy of their poster/flyer(s). It must be submitted to Campus Life at least one week prior to the activity.

Name of Event & Brief Description _____

Sponsoring Group(s) _____

Group Advisor(s) _____

Day/Date/Time _____ Location _____ # of Attendees Anticipated _____

_____ **Room Reservation.** Check here if you have submitted and have received approval for the event location from Conference Services, Residential Life or the TUB. *All events require a confirmed room reservation.*

Describe how the event will be advertised:

- | | | |
|--|---|--|
| <input type="checkbox"/> Regular Flyer | <input type="checkbox"/> Oddly Shaped Flyer | <input type="checkbox"/> Door Hangers in Res Halls |
| <input type="checkbox"/> ASSMU Email Newsletter | <input type="checkbox"/> Sidewalk Chalk | <input type="checkbox"/> Ad in Campus Newspaper |
| <input type="checkbox"/> Table Tents | <input type="checkbox"/> Floating Balloons w/Flyers | <input type="checkbox"/> Sandwich Board Ads |
| <input type="checkbox"/> Labels on Candy Left in TUB | <input type="checkbox"/> Other _____ | |

Advertisements, Invitations and Ticket Sales: *This will help determine if off-campus advertisements will be approved.*

Who will be invited to your event? And what, if any, is their admission fee?

- | | |
|---|----------------------|
| <input type="radio"/> SMU students only | Admission fee: _____ |
| <input type="radio"/> SMU students, faculty and staff | Admission fee: _____ |
| <input type="radio"/> SMU students and their guests | Admission fee: _____ |
| <input type="radio"/> SMU students and other college students | Admission fee: _____ |
| <input type="radio"/> SMU students and the general public | Admission fee: _____ |

Will you sell tickets in advance? No _____ Yes _____ If yes, when? _____
Will you sell tickets at the door? No _____ Yes _____

NOTE: The Office of Campus Life will make decisions regarding staffing and security for student sponsored events and activities. Payment of security and police personnel is the responsibility of the sponsoring group. Additionally, the Office of Campus Life, Dean of Students and Vice President of Academic Affairs reserve the right to require an additional educational component at student events, including, but not limited to discussion, guest speaker, and panel. *See the Event Policies section of the Student Handbook for specifics.*

One Learning Objective of this program (i.e. what do you want students to learn):

- Students will: _____

How will you know if you were successful meeting your objectives (i.e. – how will you assess the program)?

Section for Campus Life Use Only

- The program poster/flyer is approved.
- The program poster/flyer is not approved for the following reasons:
