Howard University
Office of University Events
2225 Georgia Avenue, NW, Suite 503
Washington, DC 20059
Office: 202-238-2550
Fax: 202-238-8578

EVENT REQUEST FORM
(Please provide as much details as possible)

Name/title of the proposed event:

➢ Organizer/sponsor of the proposed event:

➢ Purpose/intent of the proposed event:

➢ Proposed date(s) of the event:

➢ How will you advertise your event? Please include examples

➢ Expected attendance:

➢ Beginning and ending times of the proposed event:

➢ Proposed location/route (narrative) of the event:

➢ Logistical structure required (i.e. meeting room, tent—specify size):

➢ Logistical needs/requirements for structure:

➢ Contact person (include telephone number and email address):

➢ Event organization telephone number and website for public notice:

*Please complete a separate form for each event. Each event request form must be accompanied by the event approval form.

Contact: Mr. Andrew Rivers, ETF Chair
andrew.rivers@howard.edu
EVENT APPROVAL FORM

Academic / University Approvals

Title of Program: ______________________________________________________

Named Organizer: _____________________________________________________

Faculty/Staff Member Print/Sign & Date

Level One Approval: ___________________________________________________

Dept. Chair/Office Manager Print/Sign & Date

Level Two Approval: ________________________________________________

Dean/Vice President Print/Sign & Date

Student Organization Approvals

Title of Program: _____________________________________________________

Named Organizer: _____________________________________________________

Organization Advisor Print/Sign & Date

Level One Approval: ________________________________________________

Student Life & Activities Print/Sign & Date

Level Two Approval: ________________________________________________

Vice President for Student Affairs Print/Sign & Date