General Meeting
Student Organizations & Specialty Committees – VCOM–Virginia Campus

- Please refer to the “Are you planning a MEETING or EVENT?” document.
- Turn in form at least 30 days prior to event date to the Event Outreach folder in Student Services.
- While no formal approval is needed for general meetings, this form must be submitted to inform Student Services of all upcoming events & meetings to be added to the calendar.

Organizing Team Information

Sponsoring Organization: ____________________________________________________________

If this is a combined event, list assisting group(s) here: ____________________________________________

Lead Student Organizer: __________________________________________________________

Other Students Assisting: __________________________________________________________

Student Org President: ____________________________________________________________
(or Specialty Committee Chair)

Faculty Advisor’s Name: ____________________________________________________________

Please answer: The following are aware of and approve this activity:

Faculty Advisor ☐ Yes ☐ No
Organization President ☐ Yes ☐ No
Executive Board ☐ Yes ☐ No

Meeting Description

Event Title: __________________________________________________________

Detailed Description:

________________________________________________________________

______________________________________________________________________

______________________________________________________________________

Guest Speaker? ____________________________________________________________

Proposed Event Date: First Choice Date: __________________________ Start Time: ______

Alternate Date(s): __________________________ End Time: ______

Target Audience: ☐ Members Only ☐ All VCOM Students ☐ Students/Faculty/Staff
☐ Blacksburg Community (fill out an Event and Outreach Proposal form)

Your Signature: __________________________ Date Submitted to Student Services: ____________
<table>
<thead>
<tr>
<th>Event Approved?</th>
<th>☐ No</th>
<th>☐ Yes, with the <strong>changes</strong> listed below</th>
<th>☐ Yes, as proposal is written</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature:</td>
<td></td>
<td>Date:</td>
<td></td>
</tr>
<tr>
<td>Changes:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Room Reservation Completed</td>
<td>☐ Flyer(s) Approved</td>
<td>☐ Marketing Contacted</td>
<td></td>
</tr>
<tr>
<td>☐ Facilities/IT Notified</td>
<td>☐ Grants/Development Notified</td>
<td>☐ Approval Emailed to Student</td>
<td></td>
</tr>
<tr>
<td>☐ Campus Safety Notified (Evening/Weekend On-Campus Events)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Follow-Up Notes:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>