



**Student Life Office**

Post Office Box 2408, Columbia, SC 29202  
Airport Campus: (803) 822-3650, phone or (803) 822-3676, fax  
Beltline Campus: (803)738-7651, phone or (803) 790-7556, fax

**Sponsored Events Request Form**

All Midlands Technical College clubs, organizations, departments, and off-campus vendors, must submit this form to the Student Life Office **at least two weeks prior to the scheduled event**. Failure to do so could result in event not being approved. Your event is not approved to be hosted on any MTC campus until all appropriate personnel have signed and you have been given authorization by Student Life. If you have questions, please call or email the Director of Student Life, Vanessa Brown at 738-7651 or brownv@midlandstech.edu.

Please request only one event per form.

Club/Organization/Department/Company Name: \_\_\_\_\_

Date of Request: \_\_\_\_\_ Name of Responsible Party: \_\_\_\_\_

Email address: \_\_\_\_\_ Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

On/Off Campus Address: \_\_\_\_\_

Activity (State type of event and give a brief description):  
\_\_\_\_\_  
\_\_\_\_\_

Location of the event: \_\_\_\_\_ Date/Time of event: \_\_\_\_\_ / \_\_\_\_\_ - \_\_\_\_\_

Event is on Campus (circle one): Yes No (If you selected "yes," Security will need to be notified. This is especially necessary if this event will be held outside of normal MTC operating hours. Chief of Security must approve after hours events and sign below.)

**Chief of Security Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Equipment/Set-up Requirements: (List total number of each needed)

Table \_\_\_\_\_ Chairs \_\_\_\_\_ VCR \_\_\_\_\_ Screen \_\_\_\_\_ Projector \_\_\_\_\_ Videographer \_\_\_\_\_ Microphone \_\_\_\_\_

Reserved Parking \_\_\_\_\_ Other (please specify): \_\_\_\_\_

Does this event involve food (circle one)? Yes No If "yes," please give specific details regarding the type of food you will be serving and /or having catered.  
\_\_\_\_\_  
\_\_\_\_\_

**Director of Auxiliary Services Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

College transportation required (circle one)? Yes No If "yes," you will need to contact Operations on the respective campus for vehicle availability. **A Trip Request Form must be completed for off-campus travel.**

**Faculty/Staff/Rep. Name (please print):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Director of Student Life:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Coordinator of Student Life (in absence of Director):** \_\_\_\_\_ **Date:** \_\_\_\_\_