

Florida A&M University
Division of Student Affairs/Office of Student Activities

EVENT DESCRIPTION/AGENDA

(Attach to Facility Request & Event Approval Form)

ORGANIZATION/AREA (Full Name/Student Organizations MUST BE CERTIFIED):

CONTACT (Name):

TELE.NO.

E-MAIL ADDRESS:

DATE OF EVENT (Month/Day/Year):

TIME OF EVENT (AM/PM):

NAME OF EVENT (Full Title - Same as will be used for Advertisement):

VENUE/BUILDING/AREA (Name):

TYPE OF EVENT (Executive Board Meeting/General Body Meeting/Committee Meeting):

ATTENDANCE (Anticipated/Expected - Based on size of Venue):

AGENDA/DISCUSSION TOPICS/SPEAKER(S); Attach additional sheets as required.