



# ARKANSAS STATE UNIVERSITY GREEK LIFE

## ON-CAMPUS DROP-IN FORM



- ❖ This form is required for all chapter-related events
- ❖ This form must be submitted to the Office of Greek Life by **5pm 2 weeks/10 business days prior to your event.**
- ❖ **Accompanying guest list (if applicable) must be submitted at least 2 days prior to the event.**
- ❖ **For co-sponsored events the form must be signed by all participating organizations but only one form is required.**

Date of Event:

Event Hosting Chapter(s):

Event Theme Name:

Event Location:

Hours of Event: Start Time:

End Time:

Approximate Attendance Expected:

Main Contact Person for Event:

Phone #:

Secondary Contact Person for the Event:

Phone #:

\_\_\_\_\_ (Chapter Representative) \_\_\_\_\_ (Signature) \_\_\_\_\_ Phone Number  
 I have read, understood, and verify our chapter will follow all ASU Greek Life Risk Management and Social Policies

\_\_\_\_\_ (Co-Sponsoring Chapter Representative) \_\_\_\_\_ (Signature) \_\_\_\_\_ Phone Number  
 I have read, understood, and verify our chapter will follow all ASU Greek Life Risk Management and Social Policies

\_\_\_\_\_ (Chapter Advisor) \_\_\_\_\_ (Signature) \_\_\_\_\_ Phone Number

\_\_\_\_\_ (Co-Sponsoring Chapter Advisor) \_\_\_\_\_ (Signature) \_\_\_\_\_ Phone Number