

ELITE Activity Approval Form

Today's Date: _____

Activity Date: _____

Name of Activity:

Room: _____

Time: _____

Description and Purpose:

Student Cap (# of Students): _____

Anticipated Costs: _____

Submitted by (print name): _____

Reviewed by: _____ (S. Weiler)

Approved by: _____ (E. Gomez)

Once approved:

- 1. You will receive a copy of this form**
- 2. You will need to secure the room(s)**
- 3. Promote the event (flyers, emails, IG postings, etc.)**