



STUDENT SOCIETIES
Fundraising Special Event Registration Form

Procedures

1. You must be a ratified Society before submitting a Fundraising Special Event Registration Form.
2. Each event must be registered separately before an event can proceed.
3. After the form is completed, submit it to the SPSA Office. Responses will be returned within 48 hours.
4. It is the responsibility of the Society to become familiar with the SPSA Student Societies' Fundraising Events Policy to ensure guidelines are adhered to.
5. Failure to complete this Registration Form may result in delays in this Event's registration.

Society Name		
Society Contact Name	Society Contact Phone Number	
Society Contact E-mail		
Location of Event		
Event Date(s)	Event Start Time(s)	Event End Time(s)
Description of Event		
Event Proceeds to		
Is a table rental required for ticket sales?	YES	NO

List day(s)/date(s)/time(s) and location(s) to sell tickets				
Date	Start Time	End Time	Location	Booking Approved (Office Use Only)