



Event Proposal/Facility Request Approval Process

1. Obtain Proper Form

- a. Students – Event Proposal Worksheet
 - i. Located in the Office of Student Life, Student Success Center, Suite 210
 - ii. Or visit <http://www.langston.edu/student-life/student-affairs/office-student-life>
- b. Department/Staff – Internal Facility Request Form
 - i. Located in the Office of Student Life, Student Success Center, Suite 210
 - ii. Or visit <http://www.langston.edu/student-life/student-affairs/office-student-life>
- c. Community Members – External Facility Request Form
 - i. Located in the Office of Student Life, Student Success Center, Suite 210
 - ii. Or visit <http://www.langston.edu/student-life/student-affairs/office-student-life>

2. Submit Form

- a. Students
 - i. Submit completed form to the Office of Student Life, SSC 210
- b. Department/Staff
 - i. Submit completed form via email to studentlife@langston.edu or deliver to the Office of Student Life, SSC 210
- c. Community Members
 - i. Submit completed form via email to studentlife@langston.edu or deliver to the Office of Student Life, SSC 210

3. Approval

- a. Step 1: The request will be reviewed and approved/denied by the Director of Student Life
- b. Step 2: Per the event details, an email will be sent to the following areas (if applicable) for additional approvals (**request forms will be submitted for review every Tuesday and Thursday**) :
 - i. Scheduling Coordinator (Building Manager) – for space/event location
 - ii. Physical Plant Operations – event set-up (diagrams needed for major set-ups)
 - iii. Campus Police – event security (if applicable, a campus police request form will be required)
 - iv. Food Services – catering
 - v. Information Technology Services – IT needs
 - vi. Athletics - Field house or practice field
- c. Step 3: Event confirmation/approval number(s) will be emailed to the LU email(s) (personal emails will not be accepted)
- d. Please allow up to four (4) business days for approval.
- e. **Please Note: All incomplete forms will be automatically denied**