



**Student Activities  
Program Planning Worksheet and Approval Form**

Date:			
Student Club or Organization:			
Event Name:		Event Location:	
Date of Activity:	Start Time:	End Time:	
Purpose:			
Description of Activity: <i>Please attach a sheet to provide as much detail as possible.</i>			
How many students do you expect to participate?		Is participation limited to student organization/program members?	If no, what other group(s) may participate?
Do you plan to advertise this activity?		If yes, how?	
Will security or off-duty law enforcement be required for this activity?		If yes, how many?	
Is a vendor contract required for this event? If yes, attach.		Is the Wake Tech professional services contract attached?	
Estimated total expense for this activity:		What is the planned funding source for this expense? If travel is required, please attach authorized form.	
Other special requirements:			
Advisor Name:			
Advisor's Signature:		Date:	
Coordinator of Student Activities Signature:		Date:	
Dean of Student's Signature:		Date:	
Sr. Vice President for Student Services:		Date:	
<p><i>Programs are <b>NOT</b> considered approved until signatures from the Student Activities Program Review and Approval Form have been obtained. No advertising, purchasing or contracting of services should take place before approval has been granted. The Student Activities office will provide a copy of the form when it has been fully approved.</i></p>			

Form 1156 R-7 (7-11-18) LW

*Procurement of supplies and/or services will be made via form 58 or p-card, in accordance with established guidelines, after all approvals are obtained.*