

# ALCOHOL-FREE CAMPUS EVENT REGISTRATION FORM

## Office of Residence Life and Housing

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Title of Event: \_\_\_\_\_ Event Date: \_\_\_\_\_

Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Event Location: \_\_\_\_\_ Expected Attendance: \_\_\_\_\_

Brief Description of Event: \_\_\_\_\_

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Type of Entertainment: \_\_\_\_\_

Type of Theme: \_\_\_\_\_

Sponsor / Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ P.O. Box: \_\_\_\_\_

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### IMPORTANT NOTES:

1. All social events held on the Wake Forest University campus must be registered with the Office of Residence Life and Housing.
2. Registration of events must occur no later than 24 hours prior to the start of the event. Weekend events must be registered by noon on Friday. Please submit to [greek@wfu.edu](mailto:greek@wfu.edu)
3. Individual groups / sponsors are responsible for ensuring that the event has been approved through the appropriate channels (faculty advisers, University Police, Hall Directors, etc.).
4. Hall Lounge reservation will require a \$25.00 deposit and reservation of facilities through the Office of Residence Life & Housing. (Bring payment to Benson 101)
5. Individual groups / sponsors are responsible for reserving all required facilities such as Benson University Center space, outdoor locations, residence hall lounges, etc. with the appropriate University employee.
6. Individual groups / sponsors are responsible for effectively managing and supervising all campus events.