

## Club/Organization Event Procedure

1. Review the [Club/Organization Event Procedure](#) with your club or organization
2. Sort out all of the details of the event
3. Book the space and equipment needed by using this link:  
<http://www.clinton.edu/fbonline/calendar.asp>
4. Fill out the club/organization event request form using this link:  
<http://www.clinton.edu/FSA/StudentEventsForm.fml>
5. Wait for email approval from the Director of Campus Life or designate
6. Answer any questions needed before approval
7. Advertise
8. Host the event
9. Have fun
10. Return all equipment and leave everything in the same condition you found it in