

Hosted Event Request Form

How to:

1. Email Events@clackamas.edu to begin planning process.
2. Fill out this form with as many details as possible.
3. Contact Executive Assistant to the President with the form to be on the agenda for next available Exec. Team Meeting.
4. Get approval and signature at Exec. Team Meeting and return form to Events and Conference Services **at least 30 days prior to requested event date(s)**.

Outside Org/Community Involved:

CCC Contact:

Hosting Department(s):

Event Title:

Event Date(s):

Event Start and End Times:

Need Setup Time? Yes No

Date and Times of Setup:

Reason for Hosting:

Are College employees or CCC students specifically invited to this event? Yes No

Will the community at large be invited and/or participating in this event? Yes No

Waived Facility Rental and Custodial Fees:

Printed Name of VP or Executive Designee:

Signature of VP or Designee:

Date: