

## FRATERNITY & SORORITY SOCIAL EVENT NOTIFICATION FORM OFF-CAMPUS

This form is to be used for off-campus mid-week functions. Please complete this form and bring it to the Charles & Cappy Whiteside Greek Life Leadership Center, Walton Hall 101, no later than **fourteen (14) days prior to the event**. Forms turned in fewer than fourteen (14) business days will be denied.

THEME OF FUNCTION: \_\_\_\_\_

CHAPTER FILLING OUT FORM: \_\_\_\_\_

CHAPTERS ATTENDING: \_\_\_\_\_  
(List all chapters attending)

DATE/DAY OF FUNCTION: \_\_\_\_\_

TIME OF FUNCTION: \_\_\_\_\_  
(Beginning & Ending)

LOCATION OF FUNCTION: \_\_\_\_\_

PERSON FILLING OUT FORM: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

PERSON RESPONSIBLE AT  
FUNCTION: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

NAME OF ADVISOR TO BE  
PRESENT: \_\_\_\_\_

SIGNATURE OF ADVISOR TO  
BE PRESENT \_\_\_\_\_

PHONE NUMBER OF ADVISOR  
TO BE PRESENT \_\_\_\_\_

EMAIL ADDRESS OF ADVISOR  
TO BE PRESENT \_\_\_\_\_

\*\*\*Notification of mid-week functions is necessary to insure Greek organizations are in compliance with the Greek Academic Standards & IFC/Panhellenic/NPHC/UGC Social Guidelines.