

CEB Student Rep Partnership Request Form

Please complete this form at least 2 weeks prior to your proposed event date. This will help ensure your event is well-coordinated and approved in time for promotion, food orders, and materials.

1. Partnering Student Organization

2. Event Title and Brief Description

3. Event Date and Time

4. Event Location

5. Estimated Attendance

6. Estimated CEB Registrations from Event

7. CEB's Role at the Event

8. Food Order Request

9. Requested Food Delivery Time

10. Estimated Total Cost

11. Partner Org Listserv Requirement

☐ I confirm that the partnering organization will circulate the CEB registration link to their student listserv at least once prior to the event with a strong recommendation to register in advance or on-site.

12. Additional Notes or Needs

