



NPHC Event Registration Form Change of Date/Time Form

Form must be completed at least SEVEN (7) days prior to event.

Return to the Office of Fraternity & Sorority Affairs, 211J Student Union, between 8 a.m. and 5 p.m. Monday through Friday

Today's Date: ____ / ____ / ____ Chapter Name: _____

Name or theme of the event: _____

Date of the Event: ____ / ____ / ____ Time of the Event: _____

Location of the Event: _____

Why did the Date/Time change? _____

Attendance: _____ Members; _____ Invited Guests Total on Guest List: _____

Will admission be charged? Yes No

Is this event co-sponsored by another chapter, business, or others? Yes No

If yes, please list: _____

Note: If more than one chapter is involved, all chapters must register the event.

We, the undersigned, affirm that the above listed social function will be in compliance with all Council, University, Local, State, and Federal guidelines. The event will also be in compliance with the risk management policy of the above named organization. The undersigned understand that the Office of Fraternity & Sorority have a right to not honor their request of a new time or date for the event.

All three SIGNATURES must be present.

Name of person submitting form: _____ Phone Number: _____

Signature of Organization President: _____

Signature of Vice President: _____

Signature of Event Chair: _____