

# National Pan-Hellenic Council

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## Program Approval Form

Please submit a hard copy of this form at least one week before the event by Thursday at 5 pm. The form should be submitted to the NPHC Vice President's (Dominique Williams) mailbox located in The Office of Greek Affairs (MU 0355).

Chapter Name(s): \_\_\_\_\_

Name of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ \*Alternative Dates of Event: \_\_\_\_\_

Organization/Cause Supported: \_\_\_\_\_

Event Location and Time: \_\_\_\_\_

Estimated Number of Guests: \_\_\_\_\_

Event Description:

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Name of Event Contact: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Have you submitted your event to Event Management? \_\_\_\_\_

Events that are open to the public, (i.e. includes members from outside of your organizations including from other universities) or if your event contains any of the following you will need to have the event authorized: food, animals, gambling/raffles, alcohol, youth (Non-ISU Students under the age of 18), and or non-University Vendors

\*Please note a maximum of one philanthropy event per day will be approved for organizations within the National Pan Hellenic Council. Please provide alternative dates in the event that two organizations request to host an event on the same date.