



43-500 Monterey Avenue
Palm Desert, CA 92260
760.346.8041

Student Club/Organization Event Proposal

Please submit your Event Proposal, Meeting Minutes and any other necessary/required forms to the Office of Student Life at least TWO weeks prior to the date of your event, to prevent any delays in the approval process. If you have any questions, please contact Student Life at 760.862.1317, or osl@collegeofthedesert.edu.

Club/Organization Name _____

Event Date _____

Student Representative Name _____

Club Advisor Name _____

1. Please describe your event as detailed as possible. Be sure to cover the Who, What, When, Where, and Why of your event.

2. What is the purpose of the event?

3. How many people do you anticipate will attend the event?

4. Is the event open to all College of the Desert students, staff, faculty, etc. or club members only?

5. Please provide any other relevant information about the event you feel is necessary to explain.

Student Representative Signature

Date

Club Advisor Signature

Date

Director of Student Life Signature

Date

Dean of Student Services Signature

Date