

Mercer University Date Auction Application Form

Organization Name: _____

Social Greek Organization: **Yes No** *Social Greek Organizations must complete the Greek Life On-Campus Social Event Registration Form on the Greek Life Website at

<http://www.mercer.edu/organization/Campus%20Life/Greek.htm>

Other Student Organization: **Yes No**

Today's Date: _____

Name of Event: _____

Type of Event: _____ Date Auction

Date of Event: _____

Start Time: _____

End Time: _____

Estimated Attendance:

Open to: Public
Mercer Campus
Members and Members Guests Only
Members Only

Detailed description of the event: (including set-up needs, technological needs, how attendance will be monitored, what will be auctioned off, how, rules for the auction, where the money will go, and how the event will be publicized).

Co-Sponsored? **Yes No**

If yes, with whom? _____

Will food be provided: **Yes No**

Admission Charge (students): _____

Admission Charge (Non-Students): _____

Will there be amplified music? **Yes No**

If yes, who will be providing the music? _____

Start Time: _____

End Time: _____

CONTACT INFORMATION:

Organization/Chapter President's Name: _____

Phone Number: _____

Email: _____

Event Chairperson's Name: _____

Phone Number: _____

Email: _____

Organization/Chapter Advisor's Name: _____

Phone Number: _____

Email: _____

Faculty/Staff Advisor's Name: _____

Phone Number: _____

Email: _____

Have you confirmed reservations for this event?	Yes	No
Have you filled out the proper paperwork according to your organization/national requirements?	Yes	No
Have you discussed this event with your advisor(s)?	Yes	No
Will any advisor's be present at the event?	Yes	No
Have you completed all other Mercer University Paperwork if required within the correct timeline?	Yes	No

Proposed Date and Time to meet with Campus Life or Greek Life Staff to discuss this event:
 Any additional comments or information: _____

Please attach any publicity you will be putting out for this event to be approved by the Campus Life/Greek Life Professional Staff.

By signing below, you acknowledge and agree to all Mercer Student Code of Conduct, Campus Life and/or Greek Life policies and procedures. You also acknowledge that failure to follow any of the policies or procedures can result in the loss of privileges and benefits of being a student organization and/or can be referred to the Office of Judicial Education. The Campus Life and Greek Life staff or designee reserves the right to attend the event.

Name: _____ **Signature:** _____