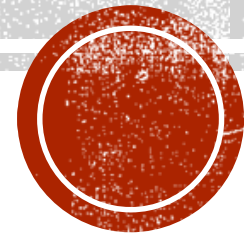


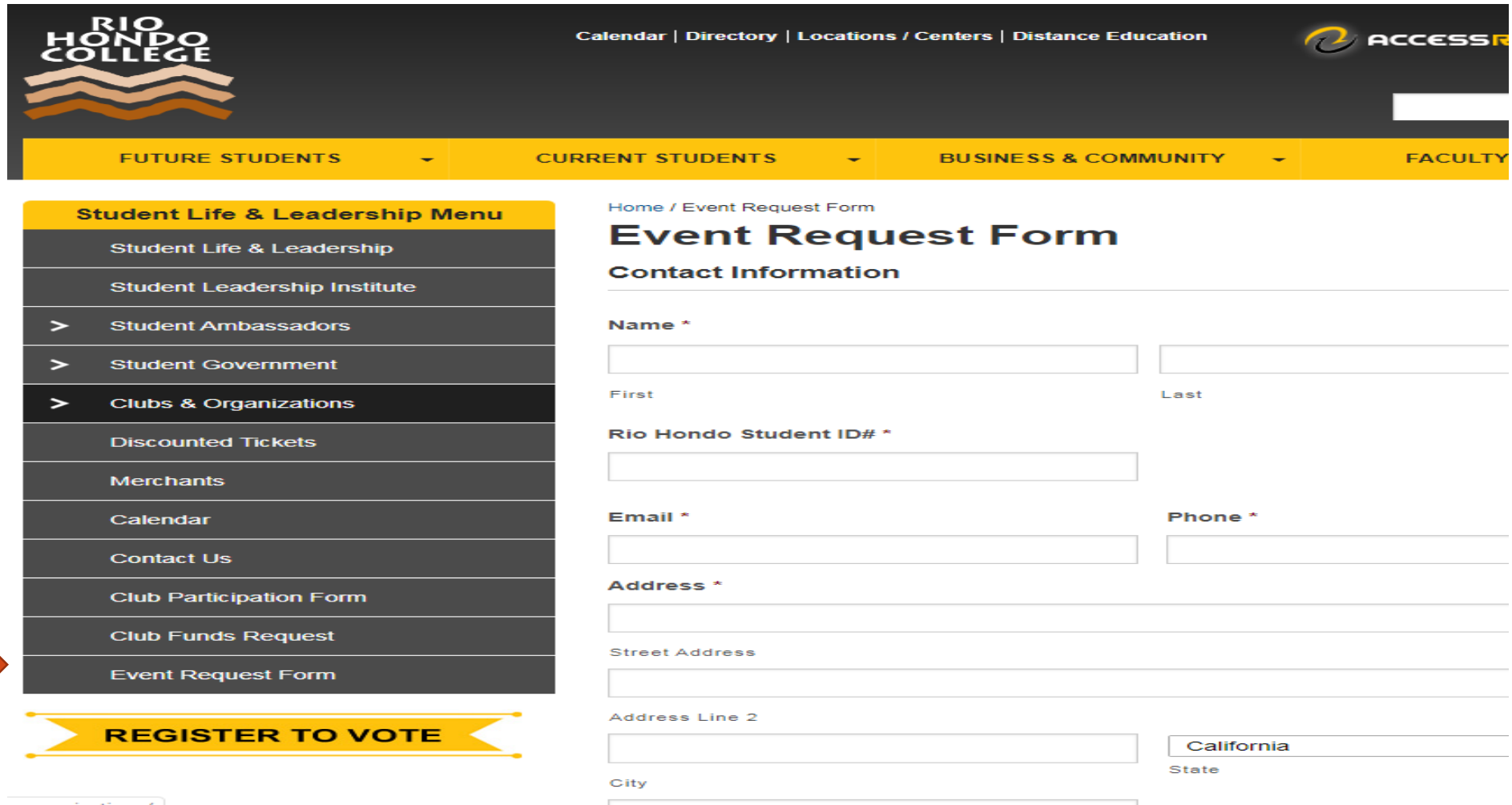
CREATE AN EVENT / FUNDRAISER

Spring 2020



HOW TO...

- Start at <http://http://www.riohondo.edu/student-life/>
- Click on Event Request Form



The screenshot displays the Rio Hondo College website interface. At the top left is the college logo, and at the top right are navigation links for Calendar, Directory, Locations / Centers, and Distance Education, along with an ACCESS logo. A yellow navigation bar contains links for FUTURE STUDENTS, CURRENT STUDENTS, BUSINESS & COMMUNITY, and FACULTY. On the left, a 'Student Life & Leadership Menu' lists various options, with 'Event Request Form' highlighted at the bottom. A large orange arrow points to this menu item. Below the menu is a yellow banner that reads 'REGISTER TO VOTE'. The main content area on the right is titled 'Home / Event Request Form' and 'Event Request Form'. It contains a 'Contact Information' section with the following fields: Name (split into First and Last), Rio Hondo Student ID#, Email, and Phone. The 'Address' section includes Street Address, Address Line 2, City, and State (with 'California' selected).



COMPLETE THE FORM

- Please fill the complete form

FUTURE STUDENTS CURRENT STUDENTS BUSINESS & COMMUNITY FACULTY & ST

Student Life & Leadership Menu

- Student Life & Leadership
- Student Leadership Institute
- > Student Ambassadors
- > Student Government
- > Clubs & Organizations
- Discounted Tickets
- Merchants
- Calendar
- Contact Us
- Club Participation Form
- Club Funds Request
- Event Request Form

REGISTER TO VOTE

Home / Event Request Form

Event Request Form

Contact Information

Name *

First Last

Rio Hondo Student ID# *

Email * **Phone ***

Address *

Street Address

Address Line 2

City State

ZIP Code



TYPE IN THE NAME OF THE ADVISOR THAT WILL ATTEND THE DURATION OF YOUR EVENT

Event Details

The person to contact in case of immediate concerns

Lead Person on the Day of Event *

First

Last

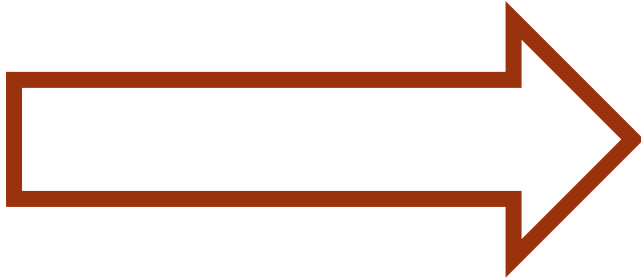
Role in Club *

Phone *

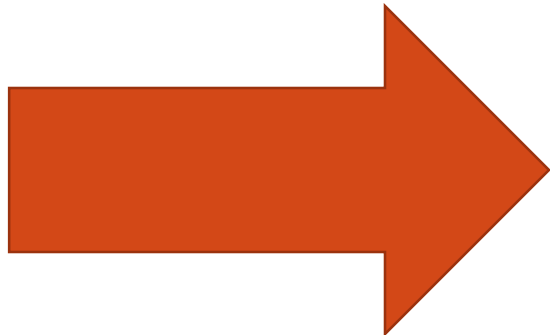
Event Details *

Please describe in detail the: (1) date(s), (2) time(s) including set-up and clean-up, (3) preferred location(s), (4) facility needs, including table, chair(s), whiteboard, canopies, and (5) purpose and details of activity/speaker/event /fundraiser.

Submit



FOR **EVENT DETAILS**, PLEASE INCLUDE ANY EQUIPMENT NEEDS



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First Last

Role in Club *

Phone *

Event Details *
Please describe in detail the: (1) date(s), (2) time(s) including set-up and clean-up, (3) preferred location(s), (4) facility needs, including table, chair(s), whiteboard, canopies, and (5) purpose and details of activity/speaker/event /fundraiser.

Submit



UNDER EVENT DETAILS PLEASE ADD THE FOLLOWING INFORMATION:

Please describe in detail the:

- (1) date(s) of event
- (2) time(s) including set-up and clean-up
- (3) preferred location(s) with building name and room number information
- (4) facility needs, including table, chair(s), whiteboard, canopies
- (5) purpose and details of activity/speaker/event /fundraiser (ex: selling buttons for \$2 as club fundraiser)



ONCE THE FORM IS COMPLETE SELECT SUBMIT

ta... All 34 CliftonStreng... ACCESS RIO Writing tips | UC Ad... Helpful Links – Spiritt Diversity To

I agree

Event Details

The person to contact in case of immediate concerns

Lead Person on the Day of Event *

First

Last

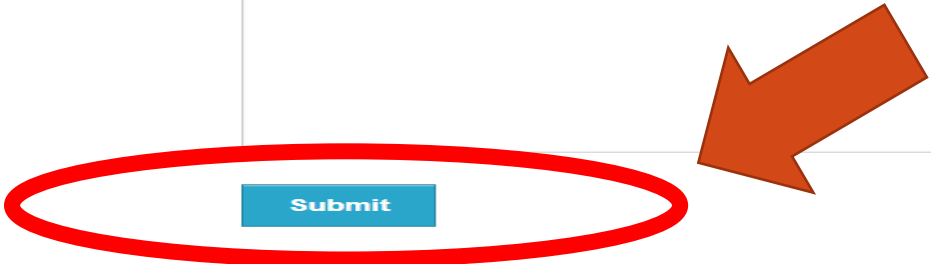
Role in Club *

Phone *

Event Details *

Please describe in detail the: (1) date(s), (2) time(s) including set-up and clean-up, (3) preferred location(s), (4) facility needs, including table, chair(s), whiteboard, canopies, and (5) purpose and details of activity/speaker/event /fundraiser.

Submit



YOU'RE DONE!

