

DEAD WEEK/FINALS WEEK EXCEPTION FOR EVENTS REQUEST

Dead Week Guidelines

In 2001, the Government of the Student Body, the Faculty Senate, President Geoffroy, and the Office of the Provost approved guidelines regarding activities during dead week, the week before finals. **The last week of fall and spring undergraduate classes has been designated Dead Week by the Government of the Student Body and Iowa State University. The intent is to provide students with time for review and preparation for final examinations. Therefore, no student organization recognized by the Student Activities Center may hold meetings or sponsor events without the expressed permission of the Director of Student Activities at the Memorial Union.**

The complete Dead Week Guidelines and Finals Week Policy can be found at:
<http://www.provost.iastate.edu/faculty/handbook/deadweek.html>

NOTE: This form must be submitted to the **Student Activities Center, 1560 Memorial Union**, a minimum of five class days before Dead Week to be considered. Forms submitted after the deadline will be denied from consideration.

~ PLEASE PRINT LEGIBLY ~

SPONSORING GROUP/DEPT _____

CONTACT PERSON _____ PHONE _____ EMAIL _____

TITLE OF EVENT _____

EVENT DATE _____ HOURS OF EVENT _____ LOCATION _____

EVENT TYPE (Please check one) CONCERT FILM/VIDEO PERFORMANCE REHEARSAL
 CONFERENCE LECTURE MEETING RECEPTION OUTREACH OTHER _____

EVENT PURPOSE _____

Describe in detail student involvement and participation (*planning, preparation, participation*) _____

Is attendance mandatory? If so, explain why _____

Why does the event need to occur during this time period? _____

*AUTHORIZED REQUESTOR'S SIGNATURE _____ DATE SUBMITTED _____
PHONE _____ EMAIL _____

*ORGANIZATION ADVISER'S SIGNATURE _____ DATE _____
ADVISER PHONE _____ ADVISER EMAIL _____

Director of Student Activities APPROVAL _____

DATE _____