

Social Management Institute  
Spring 2006

**TIPS FOR EVENT REGISTRATION FORMS!!**

1. All forms are to be submitted **NO LATER** than 2:00 pm the **MONDAY** preceding your event! **NO EXCEPTIONS**
2. To be accepted, all forms must be
  - a. complete and accurate
  - b. signed by President
  - c. accompanied by a check for security
3. If the event is being sponsored by more than one organization, **EACH** organization must complete the registration form and submit on time
4. All sponsoring organizations **MUST** be in financial good standing with the *Greek Life Office!*