



College of Engineering and Physical Sciences Student Council  
Summerlee Science Complex, Room 1301  
[cepssc@uoguelph.ca](mailto:cepssc@uoguelph.ca)  
(519) 824-4120 x52543

## Event Summary Form

This form must be filled out by the Primary Organizer of any event held by the College of Engineering and Physical Sciences Student Council, or any organization under probationary status under the CEPSSC. These forms are remitted to the CEPSSC Vice-President Social. Be sure to include an in-detail budget, and description of event, with this form.

Name of Event: \_\_\_\_\_  
Hosting Group: \_\_\_\_\_  
Name of PO: \_\_\_\_\_ Contact: \_\_\_\_\_  
Date of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_  
Location of Event: \_\_\_\_\_  
Attendance: \_\_\_\_\_

Total Income: \_\_\_\_\_ Total Loss: \_\_\_\_\_  
Total Exchange (Income-Loss): \_\_\_\_\_

Event Collaborators (Name – Contact):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Means of Advertising (Be specific):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of SRM Approval: \_\_\_\_\_

Any extra waivers required to hold event:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Submit this form to our office (SSC 1301), or via e-mail at [cepssc@uoguelph.ca](mailto:cepssc@uoguelph.ca)