

Event Request Form Guidelines

- All Event Request Forms should be submitted according to the schedule below.
 - All club programming **STARTS on Monday, Sept. 16th. (New Clubs can start on Monday, Sept. 23rd)**
 - For any events, programs, or activities, scheduled to take place in:
 - **September 16th to September 30th** – your ERFs are due online to Student Life by **Monday, August 26th**
 - **October** – your ERFs are due online to Student Life by **Wednesday, September 4th**
 - **November** – your ERFs are due online to Student Life by **Friday, October 4th**
 - **December 1st to December 7th** – your ERFs are due online to Student Life by **Monday, November 4th**
 - All club programming **ENDS on Saturday, December 7th**
 - ERFs will all be submitted to one of the following links based off of which campus you plan on holding an event at; you can find the all ERFs here: <https://www.mercy.edu/student-affairs/student-life/clubs-and-activities/forms>
 - For events taking place on the **Bronx** campus, [click here](#)
 - For events taking place on the **Dobbs Ferry** campus, [click here](#)
 - For events taking place on the **Manhattan** campus, [click here](#)
 - For events taking place on the **New Rochelle** campus, [click here](#)

For any very large and/or traditional events that require more attention and planning, please complete and submit an ERF as soon as possible.