

# Event Planning Form

Complete this form for preliminary authorization to the Office of Student Activities staff in LSF 78, phone (219) 785-5660. Office hours are 9-5m, Monday through Friday. The minimum time we need before your event is two weeks. Complete a Travel Planning Form *instead* of this form if your organization is traveling off campus. A certificate of insurance covering an event may be required from any student organization. **Your cooperation with the University's publicity posting policy is essential.**

<p><b><i>Charity Information</i></b> Is this activity for charitable purposes (a philanthropy or foundation)? _____ Yes? _____ No?</p> <p>If yes, please give the exact name(s) of the charity(ies): _____ _____ _____</p>	<p style="text-align: center;"><b><i>Basic Information</i></b></p> <p>Day(s) and date(s) of event _____ Name of Event _____</p> <p>Student organization(s) sponsoring the event _____</p> <p>Today's Date _____ Describe event, please, in a few words _____</p> <p>Start time _____ a.m. or p.m. End time _____ a.m. or p.m.</p> <p>Location _____ Is location reserved? _____ Yes _____ No</p> <p>Is there an outside speaker? _____ Yes _____ No Speaker's Name _____</p> <p>Who may attend? _____ the public _____ everyone on campus _____ members only</p> <p>Estimated Attendance _____</p>
--	--

***Students and Disabilities***

Are you requesting assistance with the provision of services or auxiliary aids for participants with disabilities? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If yes, on a separate page describe the requested aids and services and provide the name of each student for whom they are requested.

***Personnel*** (At any event the careful management of risk by student organization officers is expected.)

Who is in charge of event? \_\_\_\_\_ email \_\_\_\_\_ Phone: \_\_\_\_\_

	<u>Name</u>	<u>Address</u> (please include box number)	<u>Phone</u>
President	_____	_____	_____
Treasurer	_____	_____	_____
Advisor	_____	_____	_____

Student Organization URL: \_\_\_\_\_

***Financial Information***

<p><u>Income</u></p> <p>Are you collecting money? _____ Yes _____ No If yes, estimate amount:</p> <p>Tickets \$ _____ per person x _____ people = \$ _____</p> <p>Merchandise \$ _____ per item x _____ items = \$ _____</p> <p>Kind of item sold _____</p> <p><small>If you are sponsoring an event with an outside vendor, your organization must be prominently displayed as the sponsor. Only students who are your members may staff the site. A vendor or company rep working with you may be present, but only in a consulting capacity.</small></p> <p>Other income (be specific) _____ = \$ _____</p> <p><b>Total Projected Income</b> = \$ _____</p>	<p><u>Expenses</u></p> <p>Will you have expenses? _____ Yes _____ No If yes, estimate amount:</p> <p>Contractual expenses (speaker, rental, band, facilities, etc.)=\$ _____</p> <p>Supplies = \$ _____</p> <p>Food/Refreshment/Banquet _____</p> <p><small>No student organization funds may be used to purchase alcoholic beverages or any services related to alcohol (bartender fees, tips, etc.)</small></p> <p>Other income (be specific) _____ = \$ _____</p> <p><b>Total Projected Expenses</b> = \$ _____</p>
--	--

**Any agreement you plan to sign must be submitted to the Business Office for Student Organizations for approval well before the date of the event.**

**For Staff member's use:**  
Merchandise report required before event? \_\_\_\_\_ yes Issued on \_\_\_\_\_ Ticket report required before event? \_\_\_\_\_ yes Issued on \_\_\_\_\_  
Contract or other info Needed: \_\_\_\_\_

Preliminary Authorization to proceed with plans  <div style="text-align: right;">Office of Student Activities</div>	<input type="checkbox"/>	Dean of Students LSF Rm. 103 Linda Rizer, Ext. 5230	<input type="checkbox"/>	Campus Calendar Schwarz Hall Rm. 140 Thelma Tanner, Ext. 5268
<input type="checkbox"/> Business Office Schwarz Hall, Rm. 127B Tricia Hampton Ext. 5668	<input type="checkbox"/>	Accounting Schwarz Hall, Rm. 33 Lisa Opperman, Ext. 5314	<input type="checkbox"/>	Plant Planning Physical Plant, Rm. 120 Steve Turner, Ext. 5304
<input type="checkbox"/> Campus Police Physical Plant Chief Gaekle, Ext. 5220	<input type="checkbox"/>	Room Reservation Schwarz Hall, Rm. 40 Alice Yacullo, Ext. 5341	Final authorization to proceed with advertising & event  <div style="text-align: right;">Office of the Student Activities</div>	

