

REQUEST FOR SPONSORED EVENT

OFFICE OF STUDENT ACTIVITIES AND CAMPUS PROGRAM

ORGANIZATION _____ DATE _____

CLUB PRESIDENT _____ TELEPHONE _____

EVENT TITLE _____

EVENT PURPOSE/DESCRIPTION _____

EVENT DATE _____ EVENT LOCATION _____ EVENT HOURS _____

REHEARSAL _____ TO _____ SET UP TIME _____ TO _____ DOORS OPEN AT _____

TOTAL ANTICIPATED ATTENDANCE _____ (STUDENTS _____ NON-STUDENTS _____)

FUNDRAISER ☐ YES ☐ NO ADVANCE TICKETS SALES ☐ YES ☐ NO TICKET PRICE _____

BOX OFFICE: ☐ YES ☐ NO BOX OFFICE SALES HOURS _____ TO _____

PARKING LOT USE ☐ YES ☐ NO METAL DETECTORS: ☐ YES ☐ NO

TYPE OF PUBLICITY _____

CONTRACTED SERVICES (NAME OF DJ, SPEAKERS, ENTERTAINERS, ETC. _____

BUILDINGS AND GROUNDS SET UP ☐ YES ☐ NO FOOD SERVED ☐ YES ☐ NO
(PLEASE ATTACH DIAGRAM)

AUDIOVISUAL/TECHNOLOGY NEEDS ☐ YES ☐ NO COMPLETED REQUISITION ☐ YES ☐ NO

ORGANIZATION REPRESENTATIVE/S WHO WILL HAVE SPECIAL ACCESS TO EVENT: _____

ORGANIZATION'S SPECIAL CONCERNS: _____

I, THE UNDERSIGNED, HAVE READ AND REVIEWED THE POLICIES AND PROCEDURES SET FORTH FOR THE USE OF CAMPUS FACILITIES AND AGREE TO ABIDE BY THEM. I ALSO UNDERSTAND THAT ORGANIZATION OFFICIALS ARE RESPONSIBLE FOR COLLECTING TICKETS, ASSISTING PUBLIC SAFETY STAFF AT EVENT ENTRANCE, ESTABLISHING AND MAINTAINING CONTACT WITH THE PUBLIC SAFETY SUPERVISOR ASSIGNED TO THE EVENT, MONITORING GUEST BEHAVIOR, AND REPORTING ALL SAFETY RELATED PROBLEMS OR INCIDENTS TO THE PUBLIC SAFETY SUPERVISOR OR OTHER PUBLIC SAFETY OFFICER/S IMMEDIATELY. NOTE: ORGANIZATION OFFICIALS ARE ENCOURAGED TO MEET WITH THE DIRECTOR OF SECURITY THE WEEK OF THE EVENT TO FINALIZE ALL DETAILS

CLUB PRESIDENT SIGNATURE _____ DATE _____ CLUB ADVISOR SIGNATURE _____ DATE _____

PLEASE DO NOT WRITE BELOW THIS LINE

☐ ACCEPTED ☐ NOT ACCEPTED _____
DIRECTOR OF STUDENT ACTIVITIES DATE

☐ ACCEPTED ☐ NOT ACCEPTED _____
DIRECTOR OF PUBLIC SAFETY AND SECURITY DATE

☐ ACCEPTED ☐ NOT ACCEPTED _____
OFFICE OF CAMPUS PLANNING DATE

☐ ACCEPTED ☐ NOT ACCEPTED _____
DEAN FOR STUDENT DEVELOPMENT DATE

☐ ACCEPTED ☐ NOT ACCEPTED _____
VICE PRESIDENT FOR STUDENT DEVELOPMENT DATE