LARGE EVENT REQUEST FORM

This form must be turned in to student activities completed with all signatures at least four weeks prior to the event. Only one party per month will be approved. Sponsoring organizations must give 72 hour notice of cancellation to avoid being charged for additional personnel needs.

Sponsoring Organization Information

Organization: ________________________________________________________________
Representative Responsible: ___________________________________ Phone: ____________
Advisor Responsible: ___________________________________ Phone: ____________

Event Information

Name of Event: ___________________________________________ Date of Event: __/__/__
Description: ___________________________________________________________________
____________________________________________________________________________________
Location: ___________________________________________________ Est. Attendance: __________
Set up Time: _______ Start Time: _________ All Clear Time: _________(end by 2am)

* * * * See Back of Form for Event Checklist * * * *

Student Activity Approval Section

Representatives from the organization must attend an Event Management Meeting at least 2 weeks prior to the event or the event will be cancelled. Meetings are 1:00pm Mondays in FDR.

□ Fliers approved/stamped by Student Activities YES NO By_________ Date __/__/__
□ UticaTickets form turned in- Student Activities YES NO By_________ Date __/__/__

Approved by the Dir. Student Activities

Each party is approved upon the success of the last event held. When serious problems occur during an event, the Director of Student Activities reserves the right to cancel any and all events.

Confirmed by: ___________________________________________ Date: __/__/__

Date Copies to be sent to:

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<tr>
<th>Campus Safety</th>
<th>Sodexo</th>
<th>Technician</th>
<th>Assoc. Dean</th>
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<tbody>
<tr>
<td>Maintenance</td>
<td>Media Center</td>
<td>Advisor</td>
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</table>
Large Event Request Form

□ Room Reservation sent in on ems.utica.edu on: __/__/__

E-mail reply received on: __/__/__

CONFLICT

CONFIRMED

□ Approval and meeting with Sodexo
Go over set up, location of circuit breakers, divider, and responsibilities for clean up and the location of cleaning supplies. Student Organization agrees to return the room to original condition and will be held responsible for any damages to the room or any fees incurred in preparing the room for normal food service operations the next day.

- Capacity set: _________________
- Food Ordered on https://uticacatering.catertrax.com/
- Linens/Flatware ordered

Confirmed by: __________________________ Date: __/__/__

□ Approval and meeting with Campus Safety
Go over event needs and officer costs. Event is contingent upon outside officers being available. Cost is estimated at: $___________

Confirmed by: __________________________ Date: __/__/__

□ Ticket Information
If the event is ticketed, the separate UticaTickets form should be turned in to Student Activities at least 2 weeks in advance. Organization must have an Agency Account with the school. Form turned in on __/__/__

□ Media needs arranged
- Tower
- Microphones
- Mic Stands
- Video
- Light Board
- Laptop
- iPod cord
- Music stands
- Sound Board
- TV remotes
- Podium
- Other: _______________

□ Facilities needs arranged
- Tables: _________________
- Chairs: _________________
- Lattice: _________________
- Stage: _________________

□ Approval and attendance of Advisor
I have read the Party Policy Procedure and agree to be in attendance during the entire event. I understand that if I am not present then the event will be shut down or cancelled.

Advisor Name: __________________________ Position: __________________

Signature of Advisor: __________________________ Date: __/__/__

□ Student Workers
At least 6 members must be present at all times, attach separate sheet if needed. Names and Phone #s of students working the event:

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