

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)

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See Back of Form for Event Checklist

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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:

Campus Safety	Sodexo	Technician	Assoc. Dean
Maintenance	Media Center	Advisor	

Large Event Request Form

Revised Spring 2012

- ☐ **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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