

**Butler University Student Organization
Major All Campus Event Form**

Date of Application: _____

Event: _____ Date of Event: _____

Number of Participants: _____ Check One- Butler Only: _____ Open to Public: _____

Location of Event: _____

**If event is on any grassy/mall area, organization must be prepared to pay for any damage incurred on grounds area. Additionally, due to the large number of lines running underground, no stakes or signs may be driven into the ground without permission.*

Is Event Outside? Yes No

**If "yes", please answer the following:*

Tent Needed? Yes No Size of tent needed: _____

Street Closure Needed? Yes No

**Must be arranged through BUPD 60 days in advance*

Indoor site (in case of rain) – Required: _____

Do you have a rider for this event? Yes No

** All performers must provide a rider. Please provide a rider to Conferences and Special Events no later than two weeks prior to the event date.*

** Additionally, most larger acts, organizations, businesses, etc. have insurance. Please provide a copy of the certificate of insurance no later than two weeks prior to the event date.*

Equipment Needed:

** All equipment for outdoor events must be rented. Conferences and Special Events will help you order, but the student organization must be prepared to pay for rented equipment.*

Tables - # and type: _____

Chairs: _____

Banners/Signs: _____

Trash Cans: _____

Staging – size: _____

Additional: _____

Audio/Visual Equipment: _____

Electrical Service (please be specific): _____

THE SPONSORING ORGANIZATION MUST CONTACT THE FOLLOWING PEOPLE/OFFICES PRIOR TO COMPLETE APPROVAL OF THIS EVENT:

- ____ Office of Programs for Leadership and Service Education (PuLSE) (Atherton Union, Room 101)
- ____ Aramark for all food, beverages, linen (Atherton Union, Cafeteria)
- ____ BUPD for all reserved parking spaces, officers needed for events, and street closures (JH, Room 31)
- ____ Vice President of Student Affairs if alcohol will be served at the event (Atherton Union, Room 200)
- ____ Director of Greek Life and Orientation Programs for all Greek Organization Events (Atherton Union, Room 312)
- ____ Conferences and Special Events (Jordan Hall, Room 18)