

# STUDENT ORGANIZATION EVENT REGISTRATION REQUEST

Date: \_\_\_\_\_

Student Organization/Sponsors:

Account #:

Balance:

1. \_\_\_\_\_  
2. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Primary Student Contact:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_

Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

Advisor:  
Name: \_\_\_\_\_  
Phone: \_\_\_\_\_

Secondary Contact: (Please provide the name/email/phone of a secondary contact in case we are unable to reach you)

Event Name: \_\_\_\_\_

1. Type (circle all that apply): Meeting Fund-raiser\* Organization and Guests Only  
Social All Campus\*\* Advertised and Open to public Other

*\*Requires separate form, Will money be raised in conjunction with this event? (Penny wars, t-shirt sales, etc.)*

Date: \_\_\_\_\_ Location: \_\_\_\_\_

*\*\*For all major campus events, please complete the "Major All Campus Event Form" from Programs for Leadership and Service Education (PuLSE), AU 101 or Conferences and Special Events, JH 018.*

2. Number of Participants: \_\_\_\_\_

3. Date(s) of Event (mm/dd/yy): Start \_\_\_\_\_ Finish \_\_\_\_\_ 4. Day(s) of the Week: M T W R F S U

5. Alternate Date(s): Start \_\_\_\_\_ Finish \_\_\_\_\_

6. Time: Start \_\_\_\_\_ am/pm Finish \_\_\_\_\_ am/pm Access Needed: \_\_\_\_\_

7. Room/Location Requested (top 3 choices) \_\_\_\_\_

8. Room Set Up (please attach diagram if necessary) \_\_\_\_\_

9. A/V Equipment Needed \_\_\_\_\_

10. Additional supplies (e.g. trash cans) \_\_\_\_\_

## I. Services Required

**A. Food:** Yes No (all food must be catered through Aramark food services, unless approved to use other vendor)  
Signature of Aramark: \_\_\_\_\_ Date: \_\_\_\_\_

If yes, is the food to be provided through Aramark or an outside vendor? \_\_\_\_\_

**B. Alcohol:** Yes No (service of alcohol on University property requires approval of the VP for Student Affairs)  
Signature of Vice President: \_\_\_\_\_ Date: \_\_\_\_\_

Primary student(s) contact during the event: Name \_\_\_\_\_ telephone number: (\_\_\_\_) \_\_\_\_\_

**C. Security** Yes No Number of Officers: \_\_\_\_\_ (\$30 minimum/hour/officer)

All events where alcohol is served must have security. Additionally, Programs for Leadership and Service Education (PuLSE) and/or Office of Greek Life and Orientation may require security to be present at any event. Minimum of two weeks notice is required for security.

Road Closure Needed? Yes No (60 days advance notice required)

Reserved Parking Needed? Yes No Number of Spaces: \_\_\_\_\_

Signature of BUPD: \_\_\_\_\_ Date: \_\_\_\_\_

## II. Office of Greek Life and Orientation Programs Confirmation

All fraternity and sorority sponsored events occurring on university property require the review of the Director of Greek Life and Orientation Programs; regularly scheduled meetings do not require a signature.

Director of Greek Life and Orientation Programs signature \_\_\_\_\_ Date: \_\_\_\_\_

## III. Office of Programs for Leadership and Service Education (PuLSE) Confirmation

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## IV. Conference and Special Events Confirmation

A. Location Assigned: \_\_\_\_\_ C. Initials: \_\_\_\_\_

B. Index Number: \_\_\_\_\_ D. Date: \_\_\_\_\_

# STUDENT ORGANIZATION EVENT REGISTRATION REQUEST

## Event Registration Process:

- Fill out all sections completely
- ALL registered events and meetings require Programs for Leadership and Service Education (PuLSE) (AU 101; ext. 9262) review and signature.
- ALL registered Greek events require Office of Greek Life and Orientation (AU 312; ex. 6590) review and signature.
- At time of review, security needs will be assessed by Programs for Leadership and Service Education (PuLSE) or Office of Greek Life and Orientation
- For Greek events planned for off campus or in a Greek chapter house, Office of Greek Life and Orientation will give final approval.
- It is not necessary to contact Conferences and Special Events if no on-campus facilities or services are required.
- Once required signatures are received, proceed to Conferences and Special Events (JH 018; ext. 9352) to submit request.
- Conferences and Special Events will give final approval for on-campus events within 48 hours, and will be responsible for distributing confirmations to appropriate offices and individuals.
- Regularly scheduled meetings require Programs for Leadership and Service Education (PuLSE) signature before Conferences and Special Events can schedule and reserve space.
- If at all possible, please schedule major student events in April of the preceding year. This will give student organizations priority over faculty, staff, and external groups in reserving space for meetings and events on campus.

## Suggested Lead Times for Scheduling Rooms:

- |  |                |
|--|----------------|
| • Campus Wide Celebrations<br>(e.g. Welcome Week, Commencement, Homecoming, Family Weekend)                    | 3 to 12 Months |
| • Major Events – not Campus-Wide celebration category<br>(e.g. Freshman Skits, Exam Jam, International Dinner) | 2 to 3 Months  |
| • Large Events over 100 Guests w/Outside Rentals<br>(e.g. Ethnic Festival, Concerts, Recitals)                 | 4 to 6 Weeks   |
| • Events of Less than 100 Guests w/Catering or A/V Needs   | 2 to 4 Weeks   |
| • Meetings w/No A/V or Catering Needs  | 2 to 7 Days    |

## Cancellation Policy:

We require 72 hour notice of cancellation; otherwise a cancellation fee of \$25 will be assessed.

## Mission:

It is the goal of Conferences and Special Events to provide quality service through standardized procedures that have been effectively communicated to our students. Our team is adaptable to special circumstances and will strive to execute all events in the best interest of the University and the students. Our office offers its expertise in a consultative capacity to help with the planning of your event.