

Event Planning Form

Complete this form for preliminary authorization to the Office of Student Activities staff in LSF 78, phone (219) 785-5660. Office hours are 9-5, Monday-Friday. The minimum time we need before your event is two weeks. Complete a Travel Planning Form *instead* of this form if your organization is traveling off campus. A certificate of insurance covering an event may be required from any student organization. **Your cooperation with the University's publicity posting policy is essential.**

<p style="text-align: center;">Charity Information</p> <p>Is this activity for charitable purposes (a philanthropy or foundation)? <input type="checkbox"/> Yes? <input type="checkbox"/> No?</p> <p>If yes, please give the exact name(s) of the charity(ies): _____ _____ _____ _____</p>	<p style="text-align: center;">Basic Information</p> <p>Day(s) and date(s) of event _____ Name of Event _____</p> <p>Student organization(s) sponsoring the event _____</p> <p>Today's Date _____ Please describe the event in few words _____</p> <p>Start Time _____ a.m. or p.m. End Time _____ a.m. or p.m.</p> <p>Location _____ Is the location reserved? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Is there an outside speaker? Yes <input type="checkbox"/> No <input type="checkbox"/> Speaker's Name _____</p> <p>Who may attend? _____ the public _____ everyone on campus _____ members only</p> <p>Estimated Attendance _____</p>
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Students and Disabilities

Are you requesting assistance with the provision of services or auxiliary aids for participants with disabilities? Yes No
 If yes, on a separate page describe the requested aids and services, and provide the name of each student for whom they are requested.

Personnel (At any event, the careful management of risk by student organization officers is expected.)

Who is in charge of the event? _____ E-mail _____ Phone _____

	<u>Name</u>	<u>Address (please include box number)</u>		<u>Phone</u>
President	_____	_____		_____
Treasurer	_____	_____		_____
Advisor	_____	_____		_____
Student Organization URL:	_____			

Financial Information

<p><u>Income</u></p> <p>Are you collecting money? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, estimate amount:</p> <p>Tickets \$ _____ per person x _____ people = \$ _____</p> <p>Merchandise \$ _____ per item x _____ items = \$ _____</p> <p>Kind of item sold _____</p> <p><small>If you are sponsoring an event with an outside vendor, your organization must be prominently displayed as the sponsor. Only students who are your members may staff the site. A vendor or company rep working with you may be present, but only in a consulting capacity.</small></p> <p>Other income (be specific) _____ = \$ _____</p> <p>Total Projected Income = \$ _____</p>	<p><u>Expenses</u></p> <p>Will you have expenses? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, estimate amount:</p> <p>Contractual expenses (speaker, rental, band, facilities, etc.) = \$ _____</p> <p>Supplies _____ = \$ _____</p> <p>Food/Refreshment/Banquet _____</p> <p><small>No student organization funds may be used to purchase alcoholic beverages or any services related to alcohol (bartender fees, tips, etc.)</small></p> <p>Other income (be specific) _____ = \$ _____</p> <p>Total Projected Expenses = \$ _____</p>
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Any agreement you plan to sign must be submitted to the Business Office for Student Organizations for approval well before the date of the event.

For Staff Member's Use:
 Merchandise report required before event? Yes Issued on _____ Ticket report required before event? Yes Issued on _____

Preliminary Authorization to Proceed with Plans Office of Student Activities	<input type="checkbox"/>	Dean of Students LSF Room 103	<input type="checkbox"/>	Campus Calendar Schwarz Hall Room 140
<input type="checkbox"/>	<input type="checkbox"/>	Bursar Schwarz Hall Room 127B	<input type="checkbox"/>	Plant Planning Physical Plant
<input type="checkbox"/>	<input type="checkbox"/>	Room Reservation Schwarz Hall Room 40	Final authorization to proceed with advertising and event Office of Student Activities	