

# Event Request Process

This protocol is for any student organization, faculty, or staff wanting to host an activity or event at Vincennes University Jasper Campus. This process will increase across campus communication and ease the planning process by having all needs and tasks documented and approved in a systematic manner. For the event to be placed on the Student Activities Calendar, notice must be received in the Student Activities Office by the first of the month that the event is to be scheduled.

The Event Request Forms are available in the Student Activities Office and in the Student Activities Guidebook for use to photocopy to start the event reservation and planning process. Please note that the “Special Request” portion at the bottom of the form is to be used if the event requires the use of University equipment or food and must accompany the Event Request Form for submission. Special Requests include:

- Tables, chairs, podiums, etc...
- Audio and Visual Equipment
- Food
- Drinks

Once the completed forms have been submitted, the Student Activities Coordinator will contact the organization and the organization’s advisor to confirm the request. The Student Activities Coordinator will then make the necessary room reservations, equipment reservations, and food requests for the event. **The organization or appropriate contact person is responsible for staffing, setting up, tearing down, and cleaning up after the event.**

The Student Activities Coordinator must approve all advertisements before they are distributed around the Jasper Campus. The Student Activities Office will be responsible for posting advertisements, but the organization or appropriate party will be responsible for disposing flyers within one day after the event.

After the event, the Student Activities Coordinator will contact the organization and advisor for a post-event evaluation.



# Student Activities Event Request Form

Date: _____
Initials: _____

Organization Name: \_\_\_\_\_

Co-Sponsoring Organizations: \_\_\_\_\_

Contacts/Advisors	Name	Email	Phone Number
Secondary Contact:			
Organization Advisor:			

## Event Details

Event Name/Theme: \_\_\_\_\_

Event Date: _____	Start Time: _____	End Time: _____
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### Event Location

Primary Preference: \_\_\_\_\_

Secondary Preference: \_\_\_\_\_

### Event Description:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Type of Event** (check one):  Social  Recreational  Leadership  Intramural Sports  
 Other: \_\_\_\_\_

**Event Goals:** \_\_\_\_\_

**Approximate Number to Attend:** \_\_\_\_\_ **Target Audience:** \_\_\_\_\_

**Special Requests** (see Special Request Form): \_\_\_\_\_

For Student Activities Office Use		
Approved by SAC: _____	Added to Calendar: _____	Flyers: _____
Approved by DSS: _____	Special Request Form: _____	



# Student Activities Special Request Form

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

Organization(s) Name(s): \_\_\_\_\_

Event Name/Theme: \_\_\_\_\_

Event Date: _____	Start Time: _____ End Time: _____	Set Up Time: _____ Tear Down Time: _____
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## Equipment Request

	Equipment	Number Needed		Equipment	Number Needed
<input type="checkbox"/>	<b>Square Tables (Bistro Only)</b>		<input type="checkbox"/>	<b>TV</b>	
<input type="checkbox"/>	<b>8 Foot Tables</b>		<input type="checkbox"/>	<b>VCR</b>	
<input type="checkbox"/>	<b>Chairs</b>		<input type="checkbox"/>	<b>DVD Player</b>	
<input type="checkbox"/>	<b>Podium</b>		<input type="checkbox"/>	<b>VHS Camcorder</b>	
<input type="checkbox"/>	<b>Extension Cords</b>		<input type="checkbox"/>	<b>Screen</b>	
<input type="checkbox"/>	<b>Power Strips</b>		<input type="checkbox"/>	<b>Slide Projector</b>	
<input type="checkbox"/>	<b>Signs</b>		<input type="checkbox"/>	<b>Overhead Projector</b>	
<input type="checkbox"/>	<b>Microphones</b>		<input type="checkbox"/>	<b>Other:</b>	
<input type="checkbox"/>	<b>Portable PA System</b>				

## Food Request

<input type="checkbox"/> <b>Refreshments</b>	<input type="checkbox"/> <b>Beverage Service</b>	<input type="checkbox"/> <b>Meals</b>
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**Note:** All food beverage items must be approved by Terry Andry, the Bistro Manager, *before* your event can be scheduled. Terry will need 14 days notice to meet your food and beverage needs.

For Student Activities Office Use		
Approved by SAC: _____	Approved by DSS: _____	Approved by the Bistro: _____