

**Off Campus Pre-Event Planning and Notification Form
(University Recognized Student Organizations)
California State University, Chico**

THIS FORM SHOULD NOT BE INTERPRETED AS A PERMIT FOR THE LISTED ACTIVITY. The organization/responsible person is required to comply with all laws and University regulations.

- This form is required for events with expected attendance of more than 40 people and/or all events where alcoholic beverages will be consumed.
- Submit form to the Student Life and Leadership Office (SSC 190) *no later* than 48 hours before your event.
- Be advised that a copy will be faxed to the University and Chico Police Departments.
- Co-sponsored events must be signed by all participating organizations.
- Contact Student Life and Leadership, 898-5396 for additional information or questions.

Date of Event: _____

Location/Address of Event:

Hours of Event: Start: _____ Ending: _____ Expected Total Attendance: _____

Host Organization: _____

Other Participating Organization(s):

Type of Event/Venue (Check all that apply):

- Invitation Party (Guest list must be turned in with form) Private Residence
- Alcohol Licensed Venue/Club Rental Hall

Supervision and Risk Management Monitoring:

Responsible Contact Persons:

Name: _____ Cell Phone#: _____

Name: _____ Cell Phone#: _____

Name: _____ Cell Phone#: _____

Procedures for Checking Identification if Alcohol is to be Served:

(Alcohol may not be sold without a license from Alcohol Beverage Control. Alcohol may not be served to minors. Either is a violation of state law.)

- Alcohol will not be served BYOB Keg/Bulk Alcohol
- Sold by the drink at an establishment licensed to sell alcoholic beverages

Procedures for Checking Identification:

Explain procedures for identifying those over/under 21 & who will check IDs:

- Wristbands Stamping Other (please explain):
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Food & Beverages: (How will alcoholic beverages be provided?)

- Alcohol will not be served BYOB Kegs
- Sold by the drink at an establishment licensed to sell alcoholic beverages

Food & Non-Alcoholic Beverages: (Type and quantity of non-alcoholic beverages that will be provided)

Cans of Soda: _____ # Bottles of Water: _____ Other(Type/quantity): _____

Will food be provided? yes no

Type: _____

Type of Music:

- Indoor Band Outdoor Band Name of Band: _____
- Indoor DJ Outdoor DJ Name of DJ: _____
- Indoor Stereo Outdoor Stereo Other: _____ None

Security:

Will security be present? yes no Security Firm: _____

Number of Security Guards working event: _____

Acknowledgment of Responsibility:

I certify that the information above is accurate to the best of my knowledge.

Organization Representative(s):

Print Name

Cell Phone

Signature

Date

cc: Chico Police Department
Student Life and Leadership
University Police Department

Form updated 7/2013

Office Use Only

NOTES:

Received By _____ Date _____
Faxed By _____ Date _____