



**OFFICE OF STUDENT LIFE
EVENT PLANNING AND APPROVAL
LEVY CAMPUS**

Process must begin at least four weeks prior to event.

Sponsoring Club/Organization: _____

Student Legal Name: _____

Email: _____ Telephone No.: _____

Event Name: _____ Location: _____

Proposed Date: _____ Proposed Start Time: _____ Proposed End Time: _____

Detailed Description of Event: _____

Expected Attendance: _____ Estimated Cost: \$ _____ Budget No.: _____

Club Officer Signature

Date: MM/DD/YY

Advisor Signature

Date: MM/DD/YY

Tentative Approval

Meet with the Student Activities coordinator to approve the date of the event. If date is appropriate, the date will be held for two weeks while appropriate signatures are acquired.

Date Approved Budgeted Event (if not, minutes attached)

Student Activities Specialist Signature

Date: MM/DD/YY

Fundraising

Fundraising Event: Yes No If yes, where will proceeds go? _____

Date set for training in cash-handling procedures.

Foundation Staff Signature (If Foundation-related event)

Date: MM/DD/YY

Location

Reserve and confirm event location with appropriate staff. Initial contact must be made and the application form must be filled out by club/organization advisor before approval is granted.

Levy Center Other _____

Location approved. Additional costs for custodial services: _____

Staff Signature

Date: MM/DD/YY

Contracts

If an outside vendor is being utilized, contracts must be submitted and approved by college administration. Originals must be routed for review and approval; attach a copy to this form when returning it to the Office of Student Life. An Agreement to Provide Professional Services form must also be completed and routed for signatures. Attach a copy to this form.

- No contract required. Agreement to Provide Professional Services form completed.
 Contract required and ordered by the advisor. Reviewed by the provost for Levy Center.

Levy Center Provost Signature

Date: MM/DD/YY

- Reviewed by the vice president for Administration and Finance.

Vice President for Administration and Finance Signature

Date: MM/DD/YY

Notes: _____

Insurance

Insurance must be provided by any vendor/novelty that is brought to campus that increases the risk of injury to our students.

- No additional insurance required.
 Additional insurance required; Certificate of Insurance provided by the vendor.
 Additional insurance required; meeting held with director of Purchasing to purchase insurance.

Director of Purchasing Signature

Date: MM/DD/YY

Ordering/Purchasing

If additional ordering or purchasing is required for an event (trophies, signs, etc.) a quote must be attached to this form for review prior to placing the order. After approved, purchasing can take place once an invoice is received in the Office of Student Life along with a Purchase approval form.

- Ordering/purchasing not required.
 Ordering/purchasing required; quote attached.
 Ordering/purchasing approved.

Equipment Checkout

If equipment is needed, submit the Equipment Checkout form to the Office of Student Life for approval.

- Equipment not required.
 Equipment required; form completed.

Final Approval

Once all appropriate steps have been completed, bring this form with required signatures and copies to the Office of Student Life. The Levy Center Provost will review and approve — or require additional information. Once an event is approved, all college departments that have been contacted will receive an email that the event has been approved and it is a “go.” The club/organization will receive a copy and the original will remain in the Office of Student Life. Once the event is over, the form will be filed in the appropriate club/organization file.

Levy Center Provost Signature

Date: MM/DD/YY