Event Planning Proposal Form

Seaver College || Student Affairs
Event Planning Proposal Form

Section I: Event Particulars

Organization Name _____

Title of Event/Activity _____

Date(s) of Event _____
Consult the Student Life Calendar, Peppervine, and University Calendar to determine if the date is available and/or significant conflicts.

Individual(s) Responsible for Coordinating Event

_____
Primary Contact   e-mail and phone

_____
Secondary Contact   e-mail and phone

Organization Advisor / Supervisor (University Faculty or Staff) _____
Signature *(denotes review)*

Type of Event
- ☐ Concert
- ☐ Conference/Retreat/Seminar: On-Campus
- ☐ Conference/Retreat/Seminar: Off-Campus
- ☐ Fundraiser
- ☐ Film Screening
- ☐ Sporting/Recreation/Fitness Event
- ☐ Other: _____

Location _____
Backup Location (weather) _____

Set up time _____
Actual event start time _____
Actual event end time _____
Clean up time _____

Other student organizations or departments involved

_____

Number of Pepperdine students attending (estimate) _____

Number of Pepperdine faculty/staff attending (estimate) _____

Number of non-Pepperdine people attending (estimate) _____

How does this event/activity promote the mission of the University? _____
_____

All activities should be consistent with university rules, policies, and procedures and the mission/purpose of your
organization. See Appendix N and O for more details.

Provide a brief description of the event/activity that you are planning _____
_____
_____
_____
_____
_____

Section II: Event Questionnaire

Event Setup

Has the space been reserved through official University channels?
e.g., Special Programs, Housing and Residence Life, Campus Recreation, Drescher Center, etc.
- ☐ Yes, date reserved _____ contact _____
- ☐ No

Have you submitted an "Event Setup Request Form" to Warehouse Services?
See Appendix Q for Warehouse Services Setup Request Form. Or click here:
http://community.pepperdine.edu/businessservices/content/setupform.pdf
- ☐ Yes
- ☐ No

Is your activity an open event? (open to the campus, general public, or students at other schools and
expected to draw over 100 participants)
- ☐ Yes
- ☐ No

Will your event be hosting a large amount of individuals or require the assistance of Public Safety?
Should the event be placed on the DPS event tracker (contact dispatch)?
Such as parking, traffic control, crowd control, etc.
- ☐ Yes
- ☐ No

Is your event outdoors, or can your event be affected by inclement weather?
If yes, what is the contingency plan/location for the event?
- ☐ Yes
- ☐ No

Will you be charging admission?
- ☐ Yes
- ☐ No

If yes, please collect a cash box from Student Activities, and inquire about how to properly handle and
deposit funds into the correct student organizations account.

Will you be serving or handling food at your event?

- ☐ Yes
- ☐ No

If yes, and the food will be distributed by a food truck, please follow the steps listed in Appendix R.

Personnel
Will your advisor or any full-time staff members be present at the event?

- ☐ Yes
- ☐ No

Please note that a University representative, preferably your organization faculty or staff advisor must be present during the event.

What additional personnel does this event require?

- ☐ Ambulance personnel
- ☐ Campus Recreation Event Supervisor
- ☐ Custodial
- ☐ EMT
- ☐ Officials / Referees
- ☐ Outside Security
- ☐ Public Safety Officers / Student Officers
- ☐ Other departmental staff
- ☐ None

Risk Management
Are you contracting a service from a non-university entity?

- ☐ Yes
- ☐ No

Party Contracting with _____

Contact Person _____

phone and e-mail

Has full-time staff/organization advisor consulted with Insurance and Risk Management?

- ☐ Yes
- ☐ No

Have you obtained a certificate of liability insurance naming Pepperdine as additional insured from the vendor?
Full-time staff should work with Insurance and Risk Management for assistance. Contact x4410.
Please see Appendix S for an example of a certification of liability insurance.

- ☐ Yes
- ☐ No

Has the vendor signed a University contract and "Standards of Conduct"?
See Appendix C.

- ☐ Yes
- ☐ No

Are you using an assumption of risk/waiver, medical release, and emergency contact form?
Full-time staff/Organization Advisor should determine what programs / events will require these forms.
Refer to Appendix H, I, J, K, L, and M.

- ☐ Yes
- ☐ No

Does your program involve any type of physical activity?

- ☐ Yes
- ☐ No
- ☐ If yes, is proper safety equipment available to participants?

Will any non-Pepperdine people under the age of 18 be involved with your event / activity?
- ☐ Elementary
- ☐ High School
- ☐ Middle School
- ☐ Other:_____

If minors are involved, have you addressed these additional factors?
Consult with Insurance and Risk.
- ☐ Parent permission form
- ☐ Schedule of activities provided to parents
- ☐ Specified waiver
- ☐ Practice "two deep leadership"
- ☐ Other University protocols for hosting minors on campus

Travel
Does this event require traveling?
- ☐ Yes
- ☐ No

If you are traveling, what type of transportation are you using?
Insurance and Risk Management requires University drivers to submit a Drivers Status Notification Form.
Approval must be obtained at least four weeks prior to the event. Only University approved drivers can provide transportation.
- ☐ Personal Vehicle
- ☐ University Vehicle
- ☐ Commercial Plane
- ☐ Rental Car
- ☐ Train
- ☐ University/Chartered Bus (contracts and certificate of insurance must be signed / obtained).
- ☐ Other:_____

Has a University vehicle been reserved?
Contact Transportation Services: http://community.pepperdine.edu/businessservices/transit/
- ☐ Yes. Date(s) reserved:_____
- ☐ No

Promotion / Outreach
Are you requesting approval to use the Athletics logo or trademark in association with your activity (i.e. t-shirts)?
The Athletics Department must approve use of their logo.
- ☐ Yes
- ☐ No

Are you planning on posting flyers or advertising on campus?
Review the General Publicity & Posting Guidelines in Appendix T.
- ☐ Yes
- ☐ No

Does your event involve the sale/distribution of items on campus?
- ☐ Yes
- ☐ No

Have you notified Malibu Country Estates if your event is outside / noisy?
Regulatory Affairs requires a three week notification. Contact Student Activities. See Appendix D and E.
- ☐ Yes
- ☐ No

Will your event be utilizing any type of production equipment?
- ☐ Amplified sound
- ☐ Noise at night
- ☐ Stage
- ☐ Lights

Contact Checklist (full time staff/organization advisor use only)
- ☐ Campus Recreation
- ☐ Catering
- ☐ Public Safety
- ☐ FM & P
- ☐ Insurance and Risk Management
- ☐ Regulatory Affairs
- ☐ Special Programs
- ☐ Student Activities

Have you reviewed your budget and purchasing guidelines as it relates to this event / activity?
- ☐ Yes
- ☐ No

Please list any equipment needs _____

_____
_____
_____
_____

Have these items been requested from Presentation Services?
Contact Presentation Services and reserve A/V equipment here: http://community.pepperdine.edu/it/services/av/
- ☐ Yes
- ☐ No

Please attach the following items
- ☐ Budget proposal
- ☐ Safety / Risk Management plan
- ☐ Facility layout diagram