

EVENT REGISTRATION FORM

Event Registration Group (ERG) meetings: Thursdays 1-2pm Command Center, Public Safety
Events must be approved by ERG with signatures in order five (5) business days before the event date.

Event Details Definition of event is any activity not registered with the Registrar's Office that requires the use of college facilities.

Event Name: _____

Event Day: _____

Time Event Starts: _____ A.M. P.M.

Time Event Ends: _____ A.M. P.M.

Event Location (Required): _____

(This form cannot be processed without a confirmed location indicated here)

Expected # of Attendees: _____

Is this event part of an Academic Program? Yes No If yes, a Faculty Signature is needed.

Faculty name: _____

Faculty signature: _____

Event Type: Exhibition Reception Theatrical Performance
 Music Show/Sound Show Multi-Media Performance
 Spoken Word/Open Mic. Fundraiser/ Bake Sale
 Other: _____

Expected noise level: Quiet Moderate Loud

Additional Event Details (please include performer(s)/band(s) name(s) playing and any other additional information about your event):

Event Organizer The organizer is personally responsible for the space and will be held accountable for damages. Please review Space Regulations in Event Planning Guide.

Event Organizer: _____

Organization: _____

Address: _____

Type: Student Staff Faculty

City: _____ State: _____ Zip: _____

Outside Group: _____

If MassArt student, list Major/Class year: _____

Phone #: _____

E-mail: _____

Freshmen Sophomore Junior Senior Grad Student

Revenue Collection

Will funds be collected at this event? Yes No If yes, please fill out the Revenue Collection Form (separate form)

Will admission be charged? Yes No If yes, how much per person? _____

Is this a fundraiser? Yes No If yes, where will the funds be deposited? _____

Please also complete the back of this form.

Publicity Publicity materials must be pre-approved 3 weeks prior to the event.

Will publicity for this event be distributed or broadcasted...

On campus? Yes No

If publicity is to be posted around campus, use boards or kiosks in the lobbies of various buildings and NOT on doors or windows when posting around campus.

Off campus? Yes No If yes, please describe where you plan on advertising off campus? _____

Please attach any publicity that will be used for this event.

For on campus approval: _____ (Director of Student Activities & Programs)

For off campus approval: _____ (Director of Communications)

Equipment Needs

8 Foot Table How many? _____

Chairs How many? _____

Trash barrels How many? _____

Other, Please describe: _____

- If the college cannot accommodate the requested equipment needs, additional rental costs may be involved.
- If you require a specific set up, please attach a sketch and/or description of your set-up.

Other special equipment needs including lights, ventilation, electrical requirements, etc. must be requested and approved by Howie Larosee, Director of Facilities located on the 4th Floor, Tower.

Food and Beverages

Will there be food at this event? Yes No If yes, from where? _____

Chartwells website: <https://mca-mcphs-wit.catertrax.com/>

Do you plan on serving alcohol at this event? Yes No

If yes, please fill out the **Alcohol Proposal Form (separate form)**

Event Organizer Responsibilities

Additional Cost for Event: Each event may require an additional Special Public Safety Officer and Special Maintenance from Facilities at the discretion of each department. Your organization will be responsible for covering this cost.

Event Cancellation Policy: In order to cancel this event, the organizer must send an e-mail to edicicco@massart.edu 48 hours in advance of the event date and time. Failure to do so may result in financial obligations.

By signing this form, I understand that I am responsible to abide by the rules and regulations of the College's Event Registration Process and Procedures.

Event Organizer Signature

Date

For ERG Use Only

Signatures and Special Approvals

1. Director, Student Activities & Programs Date

4. Director, Public Space Rental/Scheduling Date

2. SGA Advisor (Required for all SGA events) Date

5. Assistant Director, Facilities Date

3. Chief, Public Safety Date

6. Director, Special Events Date

Special Public Safety Officer required? (4 hour minimum) Yes No

For Facilities: Special Maintenance required: Yes No