

Special Event Checklist

INCOMPLETE FORMS WILL NOT BE ACCEPTED---Details to be finalized two weeks before event. Forms need to be completed and turned into the Student Activities Office no later than 4 weeks prior to the event.

Note: if the sponsoring group is a recognized student organization, you may need approval from Student Activities before reservations can be confirmed.

Today's Date: _____

Submitter of form: _____

Address: _____

Cell: _____

Email: _____

Event Title: _____

Description: _____

Type of event?

- Speaker
- Conference/Workshop
- Concert/Music: Type _____
- Dance
- Athletic Event
- Other _____

Event Date/Time (start & end)?

Date _____

Time _____

Pre-access time needed _____

Doors unlocked (time) _____

Outside of Community Sponsors

Locations of event:

Food/beverages served? Y N

Alcohol being served? Y N

Alcohol form completed and turned into Dean of Student Office?

Estimated total number of participants?

Specify for each category:

Youth _____

College _____

Community _____

Other _____

Currently Registered _____

Expected to Register at Event _____

Is the event being advertised? Y N

Campus only Community

Other _____

Estimated # of vehicles?

Buses _____ Cars _____

Parking arranged with Campus Safety? Y N

Extra handicapped stalls needed? _____

Roads Affected _____

Supervising personnel present at event and their cell phone numbers:

Name: _____

Cell Phone Number: _____

On-site Emergency Contact?

Name: _____

Cell Phone Number: _____

OFFICE USE ONLY: Date Received by EMS _____

Reviewed Signature: _____

Comments: _____

APPROVAL NEEDED BY? (Signature if yes)

Campus Safety: Yes No _____

Dean of Students: Yes No _____

Residential Life: Yes No _____

Student Activities: Yes No _____

Risk Management: Yes No _____

CAMPUS SAFETY DETERMINATION

Officers needed? Yes No

City Police _____

Contact Person _____

City of St. Peter contact _____

Medical Personnel needed? Yes No