Please read the information below prior to submitting a special event form.

- Use this form if a recognized student organization intends to host an event on campus other than a regularly held organization meeting.
- It is required that all contacts of said organization be up to date with both Campus Life and Event Planning prior to submission of this form. Students need to be “approved signers” for the organization by the President in order to submit a request form.
- Submitting this form does not constitute an automatic approval of the event nor is this a confirmation for said event. Venue staff will provide further documentation that could include pricing, additional policies, detailed information for event etc.
- Group is to answer each question and provide point totals where necessary. Completed forms are returned to venue hosting event. For Pease and Convocation events, please return to Marcy Szabo at the Convocation Center. For events inside the REC/IM or at University Park, return forms to Lou Gianino at the REC/IM Front desk. All other event requests are returned to the Event Planning office at the Student Center. Incomplete forms and/or forms with missing signatures will not be accepted.
- For medium and high risk events, please submit the form at least 30 business days prior to the event date, and allow up to two weeks from the date of submission for your application to be reviewed by event committee. Medium and High Risk events require organization adviser signature. Said committee will either approve or deny the event based on information given on this form. You will be notified of the decision via the email address provided here.
- Probate and new initiate show requests require a minimum of 14 business days notice with a completed event form. For these specific events, please return this form to the Event Planning office. You will be notified of the decision via the email address provided once the request is reviewed by the Department of Public Safety and Campus Life.
- High risk events will require the host organization and adviser to meet with venue staff and DPS prior to their event. Failure to attend this meeting will result in cancellation of event.
- The committee reserves the right to ask additional questions about information submitted on the form. If more information is needed, the approval process does not continue as additional information is being gathered. New information will need to be reviewed by committee.
- Specific type of events (University pool events, car crashes, etc) and high risk events require insurance. It is the responsibility of the host organization to acquire said insurance. Please visit www.marshcampus.com/emich for more information. If the national organization has ability to provide insurance for this event, information noting amount of required coverage, liability and persons to be named in coverage can be provided by Committee members.
- Volunteers from the host organization are required to be present and to assist in managing of the event for its duration. Responsibilities include but not limited to controlling entrance procedures, ushering, house management, communicating with guests on behavior issues and event security with DPS and facility staff instruction. The number of volunteers needed will be based on risk level. Venue manager will review this with you prior to event.
- NEW for 2014 – 2015 School Year – Campus Life will cover estimated charges for security at events where DPS is required or requested based on preliminary information during planning of the event. If the final amount following the event is more than the estimated cost for DPS services, the host organization is responsible to pay the difference. Beginning in fall 2015, all DPS or security charges will be the responsibility of the host organization.

By signing below, you have read and understood the above information

__________________________________________  ______________________
Primary event contact signature          Date
Eastern Michigan University
Special Event Request Form

This form is required for any event that is not a general business meeting. Host organization is required to complete the entire form, attain necessary signatures and return to venue hosting the event. Please print clearly and legibly – forms that cannot be easily read by staff will be returned.

Today's Date: ____/____/_____

Student Organization Hosting Event: ___________________________________________________

Primary Organization Contact for Event: ________________________________________________

Contact Valid Phone Number_____________________ Contact Valid Email _____________________

President of Organization: Name: ______________________________________________________

President Valid Phone Number_____________________ President Valid Email ___________________

Event Details:

Event Name: ________________________________________________________________

Requested Event Day and Date: ______________________________

Points: ______

Sunday – Wednesday = 0 points
Thursday or Friday (8:00am – 10:00pm) = 0 points
Thursday, Friday or Saturday after 10:00pm = 2 points

Event Time:

Desired Access Time: ____________

Event Start: ____________

Event End Time: ____________

Points: ______

8:00am – 10:00pm = 0 points
Occurs/continues after 10:00pm = 6 points
Occurs/continues after 12:00am = 10 points

Estimated Attendance: _________________

Points: ______

0-200 = points
201-350 = 4 points
351 and more = 8 points

Desired Building: Circle One from the list below

Building Options include:
EMU Student Center REC/IM Center
University Park Lakehouse
Pease Auditorium Convocation Center
MLK Gardens Roosevelt Steps
McKenny(requires EPO approval)

Specific Room Request(if applicable) __________________________

Points: ______

Buildings Above = 0 points
University Pool = 10 points

Affiliation to EMU: Circle all that apply

EMU Students Only
EMU Students and General Community
EMU Students and outside guests/performers
EMU Students and specific guests (Please explain):

Points: ______

EMU Students only = 0 points
50+ guests/open to public = 6 points
### Purpose of the event:

____________________________________________________________________________________________________________________

### Briefly describe vision of event:

____________________________________________________________________________________________________________________

1. Does your event have a master of ceremonies?  Yes    No
2. Does your event have a presenter, speaker or panel discussion?    Yes    No
3. Will your speaker or presenters require a contract to participate?    Yes   No
4. Will this event have a DJ present?   Yes     No  
   **DJ's for events must supply their own sound systems and all related equipment**
5. Will food and beverages be served at this event?   Yes     No  
   **Eastern Michigan University does not allow outside food or beverage at events on campus. Please contact the Event Planning office if you wish to have food at your event. Charges and fees will apply for orders and services provided. If this event is being considered for Student Government allocations, estimate from the venue manager is required. Please provide venue manager or event planning staff a minimum of 72 hours notice to prepare estimate.**
6. Will this event be publicized?     Yes    No
   If Yes, describe how ___________________________________________________________________________________________________
7. Is this event a ticketed event?  Yes      No  
   If “Yes", please add 8 points to overall total  
   **Points:** ____________
   If “Yes”, all ticket sales must be coordinated through the EMU Ticket office. Please contact 734.487.2282 for more information.
8. Does this program or event serve as a fundraiser for the host organization or an external charitable organization?   Yes   No
   If yes, see questions below:
   a. What charity will receive the funds?  _________________________________________________
   b. Where will monies be directed? (Circle)  Organization Xfund   EMU Foundation Account  
   Outside Bank Account
9. Are you collaborating with another student organization on this event?   Yes       No
   Name of Student Organization  __________________________________________________________

### Setup/AV Needs:

<table>
<thead>
<tr>
<th>Points: ______________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Will audio/visual equipment be used?</td>
</tr>
<tr>
<td>Instruments/equipment totaling less than $5,000 = 2 points</td>
</tr>
<tr>
<td>Instruments/equipment totaling greater than $5,000 = 4 points</td>
</tr>
</tbody>
</table>

### Equipment Needs:

<table>
<thead>
<tr>
<th>Circle all that apply</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sound System</td>
</tr>
<tr>
<td>Microphone</td>
</tr>
<tr>
<td>Podium</td>
</tr>
<tr>
<td>Accent Lighting</td>
</tr>
<tr>
<td>Projector and Screen</td>
</tr>
<tr>
<td>TV Monitor</td>
</tr>
<tr>
<td>DVD Player</td>
</tr>
</tbody>
</table>

### Room Setup:

<table>
<thead>
<tr>
<th>Circle One</th>
</tr>
</thead>
<tbody>
<tr>
<td>Theater Style</td>
</tr>
<tr>
<td>Classroom Style</td>
</tr>
<tr>
<td>Rounds</td>
</tr>
<tr>
<td>Open Floor Space</td>
</tr>
<tr>
<td>Combination(Specify):__</td>
</tr>
</tbody>
</table>

<table>
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</tr>
</thead>
<tbody>
<tr>
<td>All seating = 0 points</td>
</tr>
<tr>
<td>Some seating, some free movement = 4 points</td>
</tr>
<tr>
<td>No seating = 8 points</td>
</tr>
</tbody>
</table>

### Type of Event:

- Ceremony
- Lecture/Panel
- Competition
- Workshop
- Performance
- Fashion/Talent Show
- New Initiate Performance

### Room Setup: Circle One

- Theater Style
- Classroom Style
- Rounds
- Open Floor Space
- Combination(Specify):__

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### Equipment Needs:

- Sound System
- Microphone
- Podium
- Accent Lighting
- Projector and Screen
- TV Monitor
- DVD Player
10. Are you partnering with an outside organization for this event? **YES**  **NO**

If so, which organization ____________________________________________

Use of a student organization by an external company/organization to acquire event space and other benefits that a recognized student org receives is strictly prohibited. Outside organizations must go through proper steps to securing space on campus for an event as an “external guest to the University”.

**Overall Points Total:**

Based on the point total above, this event is:

Low Risk (No more than 15 points)  *Medium Risk (15 – 29 points)  * High Risk (30 or more points)

*requires adviser signature

Additional points will be added by review committee for past history of unrealistic planning, violent conduct, or other incidents by the organization or its members. Points added: __________

I warrant that I have the authority to make this agreement on behalf of my organization. I also warrant that by completing and submitting this form, my student organization understands and agrees to abide by the terms and conditions of the EMU Student Organization Special Events policy, the attached cover page, the EMU Student Code of Conduct, and all applicable local, federal, and state laws. I acknowledge that my organization will accept full responsibility for timely payment (within 30 days of event date) of all university charges associated with this event. On behalf of the organization named above, I warrant that my student organization and its members are not acting as official entities of the university and I agree to defend, indemnify, and hold harmless EMU, its employees, agents and students from any and all liability which may incur arising directly or indirectly from my student organization’s hosting of this event.

I understand that Medium and High Risk events could require DPS/Security to be present for either a portion of or the entire event. Valid now for the 2014 – 15 school year, Campus Life will only cover estimated charges for security at events where DPS is required or requested. If the final amount is more than the estimated cost, I understand that my organization is responsible for the difference. Please note beginning in fall 2015, all DPS or security charges will be the responsibility of the host organization.

(Required) Primary Event Contact Signature: ____________________________________________

(Required) Organization President Signature: ____________________________________________

Adviser to Organization Signature: ____________________________________________

Adviser Name: ___________________________ Phone number: ___________________________

Email: ____________________________________________

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**For Office Use Only**

Date reviewed by Committee: __________ Event Approval Status: __________________________

Notification Date to Organization: __________ Staff Initials: __________

DPS required at this event? **YES**  **NO**  Estimate number of officers required: __________

Campus Life Notified of DPS Charges for billing__________(Initials)

DPS officer sign off for scheduling: ____________(Initials)

Date of planning meeting with venue manager: __________

Date of final pre-event meeting: ___________ DPS notified of meeting date: **Yes**  **No**