



Eastern Michigan University
Special Event Request Form

Office Use only
Staff to make copy of packet and return copy to student as receipt
Date Received: ____/____/____
Staff Initials: _____

Host organization is required to complete the entire form, attain necessary signatures and return to Conference and Event Services office. Please print clearly and legibly – forms that cannot be easily read by staff will be returned.

Today's Date: ____/____/____

Student Organization Hosting Event: _____

Primary Contact for Event: _____

Contact Phone Number _____ Contact Email _____

Event Details:

Event Name: _____

Purpose of the event: _____

Describe what will take place at event: _____

Requested Date: ____/____/____

Event Time: Desired Access Time: _____ Event Start: _____ Event End Time: _____

Desired Building/Location - Circle one : **EMU Student Center (310A, 310B, Ballroom A, Ballroom B, Grand Ballroom, Auditorium), REC/IM Center, University Park/ Lakehouse, Pease Auditorium, Convocation Center, McKenny, Other _____. Other SC rooms – Please contact the Conference office direct

Estimated Attendance: _____

Affiliation to EMU - Circle all that apply: EMU Students Only, EMU Students and Community, EMU Students and outside guests/performers, EMU Students and special guests(speakers, dignitaries, elected officials etc)
Other _____

Type of Event – Circle One: Date Auction, Semi Formal/Banquet (Meal), Fashion/Talent Show, Competition, Performance

Room Setup - Circle One: Theater Style(all chairs), Classroom Style (6ft table, 3 chairs), Rounds of 8, Open Floor Space, Other _____

Setup/AV Needs: Will audio/visual equipment be used? Yes No

Equipment Needs - Circle all that apply: Sound System, Microphone, Podium, Accent Lighting, Projector and Screen, TV Monitor

Will this event have music? Circle all that apply. DJ present Small band (1-4 performers) Large band (5+ performers)

****All DJ's and bands must supply their own sound systems and all related equipment****

Does you event have outside performers? Yes No If yes, please list them here: _____

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 Conference and Event Services Office if you wish to have food at your event. Charges and fees will apply for orders and services provided.

Will this event be publicized? Yes No If Yes, describe how _____

Is this event a ticketed event? Yes No

If "Yes", all ticket sales must be coordinated through the EMU Ticket office. Please contact 734.487.2282 for more information.

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 funds 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 _____

10. Are you partnering with an outside organization for this event? YES NO

If so, which organization _____

By signing this form, host organization and event contact understands and agrees to the following:

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".

- If your event requires DPS or security to be onsite, all charges will be the responsibility of the host organization. Group will be notified in advance of event to discuss this information in more detail.

- 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.

- Specific type of events (University pool events, car smashes, etc) and high risk events require insurance. It is the responsibility of the host organization to acquire said insurance. See your coordinator for more information.

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.

(Required) Primary Event Contact Signature: _____

(Required) Organization President Signature: _____

(Required) Adviser to Organization Signature: _____

Adviser Name Printed: _____