

Office Use only

Staff to make copy of packet and return copy to student as receipt

Date Received: _____ Staff Initials: _____

2022-23 Special Event Form

This form is required for any event that is not a general business meeting for more than 50 guests. Host organization is required to complete the entire form, attain necessary signatures and return to venue hosting the event. Please mark boxes with an "X", 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: _____ **estimated attendance** _____

Event Time: Access time _____ Event start time: _____ Event end time _____

Location: Mark one: Student Center (SC) 300 SC310A SC310B SC310AB

SC Ballroom B SC Ballroom A SC Grand Ballroom Auditorium REC/IM Center

University Park Lakehouse Pease Auditorium George Gervin Game Above Center

MCK Guild MCK Ballroom Other: _____

Audience: Mark all that apply: EMU Students Only EMU Students and Community

EMU Students and outside guests/performers EMU Students, special guests (speakers, dignitaries, elected officials etc)

Type of event: Mark one

Ceremony

Conference

Lecture/Panel

Performance

Banquet (Meal)

Fashion/Talent Show

Semi Formal Ball

Other: _____

***New line/member shows must use Greek Life Intake packet request documents*

Desired Room Setup: Mark one

Theater Style (all chairs)

Rounds of 8

Classroom Style (6ft table, 3 chairs)

Open Floor Space

Combination

(Specify): _____

AV needs to be confirmed with coordinator for final consideration

More about your event:

Does your event have a guest speaker or panel discussion? Yes No

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

Will this event have music? Mark all that apply. DJ Small band (1-4 performers)

Large band (5+ performers) ***All DJ's and bands must supply their own sound systems and all related equipment***

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:

How will you collect donations? Cash onsite* Money app(Venmo, Cash app etc)

a. What charity will receive the funds? _____

b. Where will funds be directed? EMU Foundation Account Outside Bank Account

Are you collaborating with another student organization or partnering with an outside organization** on this event? Yes No Name of Organization _____

* Cash onsite requires DPS to be onsite. See your coordinator for more info

** 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".

(Required) Primary Event Contact Signature: _____

(Required) Organization President Signature: _____

(Required) Adviser to Organization Signature: _____

Adviser Name Printed: _____

Special Event Form

Group requesting event keeps this top page for records

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

- 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.

-CES will note/assign "risk levels" according to EMU Student Organization Special Events policy and update accordingly

-Additional review might be required by larger Special Event Committee. Committee will either approve or deny the event based on information given on this form. Group will be notified of the decision via the email address provided here. 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 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.

-The host organization is required to be present and to assist in managing of the event for its duration. Responsibilities include but not limited to controlling entrances, house management, communicating with guests on behavior issues and event security with DPS and facility staff. Venue manager will review this with you prior to event.

By completing this form, the signer warrants 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.