



Process must begin at least four weeks prior to event.

Sponsoring Club/Organization: _____

Student Legal Name: _____

Email: _____ Telephone No.: _____

Event Name: _____ Location: _____

Proposed Date: _____ Proposed Start Time: _____ Proposed End Time: _____

Detailed Description of Event:

Expected Attendance: _____ Estimated Cost: \$ _____ Budget No.: _____

Club Officer Signature

Date: MM/DD/YY

Advisor Signature

Date: MM/DD/YY

Tentative Approval

Meet with the Student Activities coordinator to approve the date of the event. If date is appropriate, the date will be held for two weeks while appropriate signatures are acquired.

Date Approved Budgeted Event (if not, minutes attached)

Student Activities Coordinator Signature

Date: MM/DD/YY

Fundraising

Fundraising Event: Yes No If yes, where will proceeds go? _____

Date set for training in cash-handling procedures.

Foundation Staff (if Foundation-related event) Signature

Date: MM/DD/YY

Location

Reserve and confirm event location with appropriate staff. Initial contact must be made and the application form must be filled out by club/organization advisor before approval is granted.

- Conference Services (Klein, Webber, Cafeteria, etc.) – Manager for Conference Services
- Hallway in the Bryant Student Union, Center Lawn – Student Activities Coordinator
- Gym – Director of Athletics
- Charles R. Dassance Fine Arts Center – Associate Dean, Liberal Arts and Sciences

Location approved. Additional costs for custodial services: _____

Staff Signature

Date: MM/DD/YY

Contracts

If an outside vendor is being utilized, contracts must be submitted and approved by college administration. Originals must be routed for review and approval; attach a copy to this form when returning it to the Office of Student Life. An Agreement to Provide Professional Services form must also be completed and routed for signatures. Attach a copy to this form.

- No contract required.
- Contract required and ordered by the advisor.
- Agreement to Provide Professional Services form completed.
- Reviewed by the vice president for Student Affairs.

Vice President for Student Affairs Signature

Date: MM/DD/YY

Reviewed by the vice president for Administration and Finance.

Vice President for Administration and Finance Signature

Date: MM/DD/YY

Notes:

Conference Services

When using 02 funds for catering and food service, CF Conference Services must be given the first right of refusal to provide the service.

- Conference Services will provide the service for an approximate cost of \$ _____ **Attach quote.**
- Conference Services will not provide the service. The use of _____
has been approved.
- The following documentation from the approved vendor is required: _____

Manager for Conference Services Signature

Date: MM/DD/YY

Insurance

Insurance must be provided by any vendor/novelty that is brought to campus that increases the risk of injury to our students.

- No additional insurance required.
- Additional insurance required; Certificate of Insurance provided by the vendor.
- Additional insurance required; meeting held with director of Purchasing to purchase insurance.

Director for Purchasing Signature

Date: MM/DD/YY

Public Safety

Contact Public Safety staff for recommendations regarding event security.

Recommendation for Public Safety:

- None required.
- CF officers required. How many? _____
- Off-duty Ocala Police Department officers required. How many? _____
- Approximate Cost: _____

Parking

- Where will attendees be directed to park? Lot No.: _____

Manager for Public Safety Signature

Date: MM/DD/YY

Ordering/Purchasing

If additional ordering or purchasing is required for an event (trophies, signs, etc.) a quote must be attached to this form for review prior to placing the order. After approved, purchasing can take place once an invoice is received in the Office of Student Life along with a Purchase approval form.

- Ordering/purchasing not required.
- Ordering/purchasing required; Purchase form and documentation attached.

Equipment Checkout

If equipment is needed, submit the Equipment Checkout form to the Office of Student Life for approval.

- Equipment not required.
- Equipment required; form completed.

Publicity

If publicity is needed, submit the Publicity Request to the Office of Student Life for approval. Email to mikel.james@cf.edu for approval.

- Publicity not required.
- Publicity required; form completed.

Plant Operations

A work order for Plant Operations will be completed with the Office of Student Life staff if tables, chairs, trash cans, electric, etc., are required.

- Additional costs for staff time: _____

Work Order No.: _____

Information Technology

A work order for Information Technology will be completed with the Office of Student Life staff if additional equipment is required (outside microphones, etc.).

Additional costs for staff time: _____

Work Order No.: _____

Final Approval

Once all appropriate steps have been completed, bring this form with required signatures and copies to the Office of Student Life. The director of Student Life and Student Activities coordinator will review and approve — or require additional information. Once an event is approved, all college departments that have been contacted will receive an email that the event has been approved and it is a “go.” The club/organization will receive a copy and the original will remain in the Office of Student Life. Once the event is over, the form will be filed in the appropriate club/organization file.

Director for Office of Student Life Signature

Date: MM/DD/YY