

# MARQUETTE UNIVERSITY

## 2011-2012 Event Registration Form



MARQUETTE  
UNIVERSITY

STUDENT DEVELOPMENT

All student organization events must conform to the university's general regulations pertaining to student activities (in the Student Organization Handbook) and all public events sponsored by student organizations must be approved by the Office of Student Development. Please submit this completed form to the Office of Student Development (AMU 121) at least two weeks prior to the event. Notification of the event's status will be sent via e-mail after submission. Please be aware that events not registered two weeks in advance may not be approved and are subject to cancellation. Reservations made through the AMU Event Management Office are tentative until the event has been approved by the Office of Student Development. The Office of Student Development will notify Event Management when events are approved and the reservation will be confirmed at that time.

I understand these guidelines and have completed this form below to the best of my knowledge:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Contact Information

Organization: \_\_\_\_\_ Date Form Completed: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_ Contact MU E-mail: \_\_\_\_\_

Advisor's Signature: \_\_\_\_\_ Phone #: \_\_\_\_\_

### Event Type - Please choose all applicable categories

- |  |                                      |                                      |   |                                  |
|--|--------------------------------------|--------------------------------------|---|----------------------------------|
| <input type="checkbox"/> Audition            | <input type="checkbox"/> Dance       | <input type="checkbox"/> Information | <input type="checkbox"/> Political          | <input type="checkbox"/> Service |
| <input type="checkbox"/> Concert             | <input type="checkbox"/> Educational | <input type="checkbox"/> Late Night  | <input type="checkbox"/> Prayer/Bible Study | <input type="checkbox"/> Social  |
| <input type="checkbox"/> Conference/Workshop | <input type="checkbox"/> Film/Video  | <input type="checkbox"/> Meeting     | <input type="checkbox"/> Recruitment        | <input type="checkbox"/> Speaker |
| <input type="checkbox"/> Culture             | <input type="checkbox"/> Fundraiser  | <input type="checkbox"/> Performance | <input type="checkbox"/> Retreat            | <input type="checkbox"/> Trip    |

### Event Information

Name of Event: \_\_\_\_\_

Proposed Date(s) of Event: \_\_\_\_\_ Start Time: \_\_\_\_\_ a.m./p.m. End Time: \_\_\_\_\_ a.m./p.m.

Topic of Event (if speaker/performer): \_\_\_\_\_

Target Audience:  Members of organization  MU Community  General Public Expected Attendance (#): \_\_\_\_\_

Detailed Description of Event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

This event will be held:  On Campus  Off Campus  Both On and Off Campus

### On Campus Events

Anticipated location of event(s): \_\_\_\_\_

Have you tentatively reserved space for this event with Event Management?  Yes  No

### Off Campus Events\*

Anticipated location of event: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Lodging: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

How will participants get to the event?  Walk  Public Transportation  Personal Vehicle(s)

Airplane via \_\_\_\_\_ Airline  Charter Bus from \_\_\_\_\_  Rented Vehicle(s) from: \_\_\_\_\_

**\* Most off-campus events will require a liability waiver**

### For Events with Speakers, Performers and Films

- A film will be shown. Please attach a summary of the film and the company through which the film and rights are being obtained.
- A speaker/performer is coming. Please attach a biography of the performer and a description of the content of the event.
  - We are paying this performer/speaker (Contracts are recommended for paid performers. If you received funding from MUSG for the speaker/performer, a Marquette University contract is required. Contact the Office of Student Development, AMU 121 for information on how to obtain a Marquette University contract).  
**Estimated cost:** \$ \_\_\_\_\_ **Agent's name/phone #:** \_\_\_\_\_
  - This performer is affiliated with Marquette. How? \_\_\_\_\_

### For Events with Minors

- Will there be minors (those under the age of 18) physically present and participating in this activity?  Yes  No  
If yes, please describe: \_\_\_\_\_
- Is this activity under the authority or direction of this student organization only?  Yes  No  
If yes, please describe: \_\_\_\_\_

**NOTE: As outlined in the Student Organization Handbook, individuals are not permitted to have direct interaction with minors until additional forms are submitted, background checks and required trainings are completed, unless the activity is exempted by OSD.**

### For Fundraisers

- Who will the funds benefit?
- We are collecting money for our organization
  - We are raising money for a non-profit organization. Name of organization: \_\_\_\_\_  
**NOTE: You must attach a copy of the organization's IRS 501 (c) (3) form.**
- How are you raising funds? \_\_\_\_\_
- Donations will be solicited from (check all that apply):  
\_\_ Alumni \_\_ Local Businesses \_\_ Students \_\_ Other: \_\_\_\_\_  
**NOTE: If donations are to be solicited, you must have approval from the Office of Student Development PRIOR to contacting these groups. You must attach a copy of the letter and a list of individuals or businesses to this form.**
  - We are selling products:  
Product Description: \_\_\_\_\_  
Sale price of product: \$ \_\_\_\_\_
  - We are charging admission:  
Admission or ticket price: \$ \_\_\_\_\_  
Tickets will be on sale at the following date(s), time(s), location(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### For Events with Food and/or Alcohol

1. We plan to serve alcohol. Please see the Student Organization Handbook for more information on these policies.  Yes  No
2. We are serving food.  Yes  No
- We are cooking/baking our own food.  Yes  No
- We are having the event catered.  Yes  No Name of caterer \_\_\_\_\_

For safety reasons and in observance of food, health, and safety laws and regulations, no organization is permitted to provide its own food/beverages for events occurring in residence halls, the AMU, East or West Towne Square, Union Sports Annex or Brew coffee shops. All food and beverages for these locations must be obtained through University Dining Services.

### Additional Information

- We are printing on items (t-shirts/mugs/etc.). Please attach your design for approval before printing.  Yes  No

### For Office Use Only

Date received: \_\_\_\_\_

Approved  Approved with waiver  Not Approved  Event Cancelled

Signature of Dean of Student Development or designee: \_\_\_\_\_ Date Notified: \_\_\_\_\_ File Number: \_\_\_\_\_

**Questions about planning your event? Stop by or call 288-7205 - we are here to help!  
Please return to the Office of Development, AMU 121**