

MARQUETTE UNIVERSITY

2009-2010 Event Registration Form



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 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): _____

Additional Information

- We are printing on items (t-shirts/mugs/etc.). Please attach your design for approval before printing.
- We are serving food.
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.
- We plan to serve alcohol. Please see the Student Organization Handbook for more information on these policies.

For Office Use Only

Date received: _____

Waiver Required Waiver Requested Waiver Sent
 Approved Not Approved Event Cancelled
 Approved with adjustments: _____

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**