



# LONE STAR COLLEGE-CYFAIR STUDENT LIFE PRE-EVENT MANAGEMENT FORM

## Student Life

### Contact Information

Organization/Individual \_\_\_\_\_

Full Name: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Phone #: \_\_\_\_\_

### Organization Planning Form

**One key to a successful event is good programming.** This pre-event planning form provides your organization with a series of questions to consider prior to engaging in an activity. This is a great tool for students and advisors. Joint student-advisor participation in the planning process is required.

Title of event/activity \_\_\_\_\_

Type of event

Fundraiser                       Conference/Seminar                       Program                       Travel

Retreat                               Social Activity                               Other \_\_\_\_\_

Date(s) of the event \_\_\_\_\_

Location \_\_\_\_\_

Backup location (In case of weather) \_\_\_\_\_

Start time \_\_\_\_\_ End time \_\_\_\_\_

Estimated number of people attending event \_\_\_\_\_

### Risk Management - Planning

Provide a brief description of the activity that you are planning:

What resources have you consulted prior to determining that you can adequately manage this event?

- Advisor
- Other student organization that hosted similar activities/events
- Center for Student Life
- Other(s): \_\_\_\_\_







# LONE STAR COLLEGE-CYFAIR STUDENT LIFE PRE-EVENT MANAGEMENT FORM

## Student Life

### Pre-Event Planning

Does your program involve physical activity?  Yes  No

Are you traveling?  Yes  No

\*Review the LSC-CyFair Center for Student Life travel procedures.

If you are traveling, what type of transportation are you using?

- Personal Vehicle
- College Vehicle
- Commercial Plane
- Rental Vehicle
- College Chartered Bus
- Other \_\_\_\_\_

Is your event outdoors, or can your event be affected by inclement weather?  Yes  No

I agree to complete and inform participants of the following:

- Check ahead for weather conditions at weatherchannel.com
- Check location ahead of time for shelter
- Bring adequate clothing
- Plan for alternative rain location
- Bring a radio with you to monitor changing weather conditions

Is your activity an open event? (open to the campus, general public, or students at other colleges or universities and expected to draw over 150 participants) \*Plan for crowd control. Do you need to have a LSC Police present?  Yes  No

Are you contracting to service a non-college entity?  Yes  No

Contracted Organization \_\_\_\_\_

Phone # \_\_\_\_\_

Are you using a college logo or trademark in association with your activity? (i.e. t-shirts) \*Get design approval from College Relations  Yes  No

Have you reviewed your budget and been approved for this event/activity?  Yes  No

I, herby, submit the above information as truthful. I accept full responsibility of stated event.

\_\_\_\_\_  
Student Representative Printed Name

\_\_\_\_\_  
Student Representative Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Advisor Printed Name

\_\_\_\_\_  
Advisor Signature

\_\_\_\_\_  
Date

