

# Event Approval Form

Please fill out this form to have your event approved.

## Organization and Event Information

### Late Fee Approval [Required]

Is this form submitted within three weeks of the event. (If not we encourage you to change your date to avoid paying a \$50 fine. Unless your organization pay fine we cannot approve the event.)

☐ Yes

☐ No

Name of Organization: [Required]

Contact Person: [Required]

Student ID:

Phone Number: [Required]

Email: [Required]

Title of the Event/Activity: [Required]

Description of the event: [Required]

Event open to all Students? [Required]

☐ Yes

☐ No

Date of Event & Start Time [Required]

End Time:

Target Audience:

Off-Campus Guests?

☐ Yes

☐ No

Where will the event be held?

☐ On campus

☐ Off campus

Location: [Required]

Physical Address:

Estimated Cost of Event: \$

Source of Funding:

Funding: Name of Organization [Required]

## Food & Beverages

Will food/beverages be served?

- ☐ Yes  
☐ No

List the items being served:

Source of food/beverage:

Price to be charged for food/beverage:

Will alcohol be served at this event?

- ☐ Yes  
☐ No

Will your event be hosted?  
At an establishment that serves alcohol?

- ☐ Yes  
☐ No

## Risk Management

What are some of the risks associated? [Required]  
This is a required field. N/A is not acceptable.

What is your plan to reduce these risks? [Required]

## Equipment & Services Needed

Number of Chairs:

Number of Rectangular Tables:

Number of Round Tables:

Instructions for Room Set-Up:

## Off Campus Event

Transportation:

Will transportation be provided by the organization or university?

- ☐ Yes  
☐ No

Will event be out of town or over-night?

- ☐ Yes  
☐ No

Mode of Transportation:

Driver's Name and Address: [Required]

\*If an outside company provides transportation list address and phone number. Organization leaders/sponsors agree to insure that all drivers 21 years older are licensed to drive the vehicles for the event and that all participants wear seat belts when provided. The driver must provide proof of insurance if a personally owned vehicle is to be operated. Seat belts must be provided for each passenger and must be worn, unless riding in an approved bus without seatbelts.

Lodging Accommodations address and phone: [Required]

## Agreement

Terms and Conditions Checkbox [Required]

By checking this box, I agree that I am submitting this form for approval by my advisor and the SCLA Office.

I, the undersigned, certify that I am a representative of the above named registered student organization and that the event specified will be held in accordance with all federal, state and local laws or regulations regarding such events. Further, I assume collective and individual responsibility for the orderly conduct of the event in accordance with UIW policies.

Valid input:

- Select only one choice.

- ☐ I Agree

Event Approval Process [Required]

After submitting the Event Approval form, export the form and save it to your computer. Then email your advisor for their approval of the event with the form attached to the email. Your advisor should then email [taleman@uiwtx.edu](mailto:taleman@uiwtx.edu) with their approval.

- ☐ I understand the above