

Club Event Approval Form

This form is to be completed by the person organizing the event. The clubs manager will send a confirmation email to that person indicating if the event has or has not been approved. The approval time can take up to 1 week. If you have not heard back from us, feel free to send us an email or call us. Please do not proceed with anything until you have received an email from the clubs manager.

Page 1

Name of Event Organizer [Required]

Club Name [Required]

Phone Number [Required]

Valid input:

- must be 10-15 digits long and may include only numbers, hyphens, and spaces.

Email Address [Required]

Valid input:

- name@myschool.edu

Event Organizer Declaration [Required]

As the organizer of this event, I am fully aware that I am responsible for organizing this event and ensuring that it complies with SAMU risk management policies. I will ensure that if waivers are required, a copy will be left with the clubs manager. It is also my responsibility, to ensure that every student involved with this event is aware of their responsibilities. In case of an emergency, I am to contact the Clubs Manager. As the event organizer, I agree not to consume alcohol on the day of the event until the event ends and all participants have safely left.

You must answer yes or no to the declaration before proceeding to fill out the rest of the form.

Valid input:

- Select only one choice.
- must select a value.

☐ Yes

☐ No

EVENT INFORMATION

Describe the event (bakesale, fundraiser, grad party, silent auction, agm, lecture, movie night).

Outline the purpose of the event

Consider how it will enhance student life at MacEwan

Date / Time of Event

End Time

The time that the event ends.

Venue (If On Campus) [Required]

Must select one.

If "Not on Campus" see next box.

Valid input:

- Select only one choice.
- must select a value.

- ☐ CCC
- ☐ CFAC
- ☐ ACC
- ☐ MSC
- ☐ Not On campus

Venue (If Off Campus) [Required]

Provide the Name, Phone Number and Address of the Venue.

How many people do you think will attend and how many people will the venue accommodate?

Venue Capacity

How many people does the venue hold?

Venue Requirements

Do you require a venue that has moveable chairs and tables, a ramp, a projector etc.

Expected No of Participants [Required]

How many people do you think will attend this event?

Who is responsible for cleaning up the venue [Required]

Audio Visual Needs [Required]

Outline what av needs your event will have for example, projector, laptop, sound system, podium, hand held microphone, risers, a stage etc.

Facilities Setup

Identify any requirements you have re set up for example, 6 round tables against back wall, soft lighting, curtained area in the MPR, 65 chairs set up classroom style.

What is the ticket price for this event? [Required]

Upload the Poster for your event

The poster needs to be approved by the Clubs Manager.

Contract Information

If a contract is being signed provide the name, phone no and address of the contractor. A copy of the contract must be given to the clubs manager.

The clubs manager needs to review any contracts.

Risk Management Section [Required]

One of the most important goals of the SA is to ensure that students participate in events that are safe and enjoyable.

As a club you are responsible for your members and their behaviour while they are attending events held by your club. Please give serious thought as to what the worst case scenario could be and make sure that you take steps to minimize anything that could go wrong.

Valid input:

- Select only one choice.

- ☐ Yes, I have thought about the potential risks.
- ☐ No, I need more information on Risk Management

Food [Required]

Check all that apply.

- ☐ Are you ordering food from Aramark?
- ☐ Have you met with Aramark to discuss your needs?
- ☐ Have you discussed labelling food so it is clear what it contains in order to avoid sensitivities?
- ☐ If the event is being held off site are they equipped to deal with food sensitivities?

Alcohol On or Off Campus [Required]

If the answer to any of these questions is "YES", please check it.

- ☐ This does not apply to our event.
- ☐ Has Special Event Insurance been purchased for the event? (Required)
- ☐ Are servers aware of their responsibility not to over serve?
- ☐ Do you have a minimum of 1 volunteer to monitor 50 attendees?
- ☐ Are the appropriate number of security guards present for this event? (1 guard for every 75 guests is required.
- ☐ Are attendees going to have to produce a valid ID?
- ☐ Only attendees that produce an Alberta Drivers License or Passport will be allowed at the event?
- ☐ Is there a wrist band program in effect?
- ☐ Are minors attending this event?
- ☐ Are minors being wrist banded?
- ☐ Are you mentioning to attendees to drink responsibly during the course of your event?
- ☐ Is there a keys please, call a cab, or designated driver program in effect?
- ☐ Has your club budgeted to ensure that intoxicated guests get home safely by cab?
- ☐ Do you know how to evacuate people out of the building?
- ☐ Is there anyone who has basic first aid training?
- ☐ Is there a first aid kit on site?
- ☐ Are there ear plugs available for guests?
- ☐ Are there any outside businesses or classes that will be impacted by your event?
- ☐ Have you discussed what time alcohol service will begin and end?
- ☐ If you are renting a community hall, have you purchased an alcohol license, and a special event license?

Guest Speaker / Demonstration Meeting [Required]

Check all that apply.

- ☐ This does not apply to our event.
- ☐ Are there any clubs that may be impacted by the topic?
- ☐ Will there be outside attendance at this event?
- ☐ Have you communicated with the Club Manager what the lecture is about?

Physical Activity Check all that apply. [Required]

dancing club, walking club, paint ball, rock climbing, skating...

- ☐ This does not apply to our event.
- ☐ Is there a first aid kit available?
- ☐ Is there someone who has basic first aid training?
- ☐ Does someone have a cell phone?
- ☐ Have you informed all participants to bring ID and their health care card?
- ☐ Have you a plan for transporting anyone who gets injured to the nearest hospital?
- ☐ Have you had all the participants sign a waiver?

Emergency Procedures [Required]

If the answer to these questions is "YES", please check all that apply.

****In any emergency, contact the Clubs Manager immediately, WorkmanM@macewan.ca or 780-497-4362****
After office hours, please contact Campus Security 780-497-5554.

- ☐ Do you know who to contact on campus if there is an emergency?
- ☐ Do you have a method to contact police?
- ☐ Do you know how to get out of the building?
- ☐ Do you know where the nearest hospital is?
- ☐ Do you have a means to contact an ambulance?
- ☐ Is there a first aid kit on site?
- ☐ Does anyone in your group have basic first aid training?

Emergency Response [Required]

If the answer is Yes, please check all that apply.

- ☐ Do you have an emergency response plan?
- ☐ Have you arranged to take a cell phone to the event?
- ☐ Have you arranged to get directions to the hospital with you?
- ☐ Have you introduced yourself to security prior to the start of your event.