Office of Student Activities
Event Registration Form

WASHINGTON COLLEGE

Events that must be registered:

- All events or activities where anticipated attendance is 20 people or more
- All events or activities open to campus
- Other events when required by appropriate campus departments or under special circumstances

Important information:

- Registration forms must be submitted for review by the Office of Student Activities at least **2 WEEKS PRIOR TO YOUR EVENT**. Forms that are not completed or turned in past the deadline will result in the event being postponed or cancelled.
- If your event requires a contract for a performer or other services rendered, it must be submitted to The Office of Student Activities to be reviewed and signed **3 WEEKS PRIOR TO YOUR EVENT**. Washington College has a standard performance contract that is used for all vendors and performers. Only the Director of Student Activities, who is an authorized representative to act and sign on behalf of Washington College, can sign contracts.
- Registered events must comply with all Washington College campus policies and procedures.
- All events/activities held Sunday through Thursday must end by 11:00 p.m. Friday/Saturday events/activities must end by 2:00 a.m.
- If there will be **food** at your event you must go through Robin Gillespie and Chartwells (which has the first right of refusal for all on campus catering). Robin can be contacted by email (rgillespie2@washcoll.edu) or phone, 410-778-8989.
- All groups/organizations are responsible for the immediate **clean up** of events. A clean up fee will be charged to any non-compliant group or organization.
- Sponsoring groups/organizations are responsible for removing all **advertising** for their event within 48 hours.
- For clubs/organizations that plan to use a **tent** at an event, no stakes may be driven into the ground to support the tent.
- Washington College strives to **recycle** at all events. To request recycling bins please contact Lee Carter, Recycling Coordinator, at acarter2@washcoll.edu or call ext. 7210.
- Registered events require prior **space reservation** through the proper College office:

All space in Hodson Hall Commons Heather Morris Hmorris2@washcoll.edu 410-810-7146	Residence Hall Areas & Quad Green Carl Crowe ccrowe2@washcoll.edu 410-778-7235	Hynson Lounge Robin Gillespie Rgillespie2@washcoll.edu 410-778-8989
Boathouse/Lelia Hynson Pavilion Ben Armiger Barmiger2@washcoll.edu 410-778-7242	Cain Gym Jonnie Jenkins Jjenkins4@washcoll.edu 410-778-7234	Johnson Fitness Center Jonnie Jenkins Jjenkins4@washcoll.edu 410-778-7234
Gibson Performing Arts Center Dale Daigle Ddaigle2@washcoll.edu (800) 422-1782, ext.7832	Classroom Space (during the day) Registrar's Office registrar@washcoll.edu 410-810-7413	All other campus space Campus Events Office campus_events@washcoll.edu 410-778-7888

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Program Title/Artist: _____

Date of Program: _____ Time: _____ Projected Attendance: _____

Facility: _____ Rain Location: _____

Event Coordinator: _____ Email: _____

Organization President: _____ Advisor: _____

Co-Sponsoring Organization: _____ Co-Sponsor President: _____

Planning Checklist: (Initial & date when completed)

_____ Scheduled date, time, location (rain date, time, location)

_____ Catering/Food Request (if applicable, *must be done 2 weeks in advance*)

_____ Tech Request submitted (if applicable, attach copy)

_____ Event staff requested (if applicable)

_____ Performer/Vendor Contract Completed by OSA (if applicable, attach copy)

_____ Other (trash cans, tables, chairs, college vans, etc.)

Is this event open to the entire campus Yes No (please circle one)

If this is a closed event an invite list must be included with this registration form

Signatures:

_____
Event Coordinator Date

_____
Organization President Date

_____
Organization Advisor Date

_____
Director of Public Safety Date

_____
Director of Residence Life Date

A designee may sign as well, only required for events in or around Residence Halls

_____
Director of Catering Date

Required only for events that include food and/ or beverage

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Description of what will occur during event: _____

_____

_____

Conflicting Events on Campus: _____

Type of Entertainment: None DJ/Recorded Music Band/Group Speaker Other: _____

Does your event require a contract? Yes No

If yes, please complete the information below:

Title of Program/Artist: _____

Agent/Middle Agent: _____ Phone: _____

Address: _____

Fax: _____ Opening Act (if applicable): _____

*****Include rider and W9 with this registration form*****

Contract Fee: _____

Includes: (*check all that apply*): ☐ Opener ☐ Food ☐ Production

☐ Travel ☐ Lodging ☐ Other: _____

Ticketing Information

Will you charge admission? Yes No

If yes, Ticket Prices: Students _____ Faculty/Staff _____ Non-Students _____

Food/Catering

Will there be food at your event? Yes No

If yes, will your food be from Chartwells? Yes No
**If Chartwells is not providing food for the event Robin Gillespie must sign below

Signature: _____ Vendor to be used: _____

Date/Time Received: _____ Approved: Y/N Director of Student Activities: _____