

Event Form 101

***General Body Meeting** and or other organization meetings with none of the criteria listed below are **Level 0** and are due 2 week prior in order to get space and to have purchase requested accomplished in time.

Level 1 Event

Type/Criteria of Events	Process/Timeline
<ul style="list-style-type: none">• Tabling; with outside vendors, more than a bake sale or general marketing event• None paid speaker/lecture style events• Events showing a movie• When brining an outside vendor on to campus to promote themselves/do give aways• DIY style events, crafting, etc. (may decide no meeting is needed)• Perspective attendance of approximately 50 people, stationary	<ol style="list-style-type: none">1. Submit Event Form at least 3 business weeks prior2. A meeting will be scheduled by Campus Engagement staff within 5 business days3. Any other campus staff needing to be reached out to about your event the CE staff will inform you of and or facilitate that communication on your behalf if there is a reason to do so, most likely the student representative will proceed with these communications4. CE staff may determine a follow up email is required before approving the form, this information will be communicated to the student representative in the initial meeting

Level 2 Event

Type/Criteria of Events	Process/Timeline
<ul style="list-style-type: none">• Paid contracts with vendors (rental companies, artists, novelty companies, etc.) that your organization HAS worked with in the past• Co-sponsored events with departments or multiple organizations (cultural festivals, academic showcases, etc.)• Paid speaker/lecture style events• Perspective attendance of approximately 100 people, stationary	<ol style="list-style-type: none">1. Submit Event Form at least one full business month prior2. A meeting will be scheduled by Campus Engagement staff within 5 business days3. Any other campus staff needing to be reached out to about your event the CE staff will inform you of and or facilitate that communication on your behalf if there is a reason to do so, most likely the student representative will proceed with these communications4. CE staff will send a follow up email or set up a follow up meeting if they feel this should be required before approving the form, this information will be communicated to the student representative in the initial meeting

Level 3 Event

Type/Criteria of Events	Process/Timeline
<ul style="list-style-type: none"> • Off campus events • Balls, banquets, large scale networking events, etc. • Events with alcohol • Philanthropic and sponsored events • On campus events with vendors dealing with inflatables or large scale party novelties coming campus • Any vendors that HAVE NOT worked with you organizations in the past • On campus events with multiple vendors of any kind coming, in order to insure they can all work in the same space together • If large amount of purchases/payments are required for your event • Perspective attendance of approximately 150-200 people, stationary 	<ol style="list-style-type: none"> 1. Submit Event Form at least 6 business weeks prior 2. A meeting will be scheduled by Campus Engagement staff within 5 business days 3. Any other campus staff needing to be reached out to about your event the CE staff will inform you of and or facilitate that communication on your behalf if there is a reason to do so, most likely the student representative will proceed with these communications 4. CE staff will send follow up email and most likely a follow up meeting before approving the form, this information will be communicated to the student representative in the initial meeting

Level 4 Event

Type/Criteria of Events	Process/Timeline
<ul style="list-style-type: none">• Conferences on campus• Competitions on campus• Events with animals• Events that you/your organization have never executed before, larger than a simple one speaker style event• Perspective attendance of approximately 250 people, stationary	<ol style="list-style-type: none">1. Submit Event Form at least 2 business months prior but should be closer to 3 business months in order to get everything in a row and get the needed space/contracts in a timely fashion2. A meeting will be scheduled by Campus Engagement staff within 5 business days3. Any other campus staff needing to be reached out to about your event the CE staff will inform you of and or facilitate that communication on your behalf if there is a reason to do so, most likely the student representative will proceed with these communications4. CE staff will facilitate a follow up meeting(s) before approving the form, and may ask to have an evaluation meeting after the event, this information will be communicated to the student representative in the initial meeting