



OFFICE OF STUDENT LIFE

EVENT PROPOSAL WORKSHEET

Request **MUST** be submitted a minimum of fourteen (14) business days prior to the date of the event to the Office of Student Life (OSL), Student Success Center, Room 212 or by e-mail from the advisor to studentlife@langston.edu. **This form must be completely filled out in order for it to be processed and approved.**

Date

Contact Person

Phone Number

LU E-mail Address

Group Sponsoring the Event

Advisor

Phone Number

LU E-mail Address

Event Title

Description

Event Date

Start Time

End Time

Location

*Alternate Location (Unavailability or inclement weather)

EVENT DETAILS:

Off Campus Event Yes No Open to the General Public Yes No Money Collected Yes No

Tickets Required Yes No Student Travel Yes No *If yes, how many? Student travel request form required.

Estimated Attendance Security Needed Yes No *If yes, how many? Please complete a security request form.

EVENT LOGISTICS:

Will food be served? Yes No *If yes, list caterer.

Tables needed Yes No Quantity Chairs needed Yes No Quantity

Trash cans needed Yes No Quantity Stage unit(s) Yes No Quantity

Podium(s) needed Yes No Quantity

Other request, please list:

Please Note: If you are requesting that the Physical Plant do any type of set up for your event, a diagram of the setup must be presented with this form before the Physical Plant will approve support for this event.

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RISK MANAGEMENT:

Proof of Insurance/Liability Waiver needed? Yes No If so, please visit Human Resources, Page Hall 222, and inquire about the risk management procedure, or visit the OSL for liability waivers.

What proactive steps will you take prior to, during, and after the event to ensure the safety of your participants and execution of a successful event?

What is your plan in case of an emergency?

The completion of this form does not guarantee the security of the request. All request are subject to cancellation upon the review by the OSL and or the Division of Student Affairs.

The sponsoring organization advisor is responsible for contacting the Physical Plant for room set-up details.

By completing and signing this form the organization acknowledges that its advisor and executive officer(s) have read these policies and guidelines for the space managed by the OSL. The organization also acknowledges that an advisor must be present from the beginning to the end of the event.

Student Organization Representative Date Advisor Date

FOR OFFICE USE ONLY

Date Received: _____

- This organization is: Registered Not Registered
 Travel Request Form Not Applicable
 Fundraising Request Form Not Applicable
 Security Request Form Not Applicable
 Proof of Insurance/Liability Waivers Required Not Applicable

Approval Number: _____

- Event Approved
 Event Approval Pending (Reason: _____)
 Event Denied (Reason: _____)

Comments: _____

Director of Student Life: _____ **Date:** _____