

Social Event Registration Procedures

- ❖ Pick up a form from the Office of Student Activities and Leadership Development (SALD) or download it from the SALD website.
- ❖ At least one person listed as an event host must be host trained. To sign up for host training, contact SALD. Once the form is turned in, we will confirm your completion of host training.
- ❖ If the event will be over 175 people or will be held outside, the Director or a Captain of Public Safety must be notified and their signature obtained.
- ❖ Each space on campus has a designated person responsible for booking (House Manager, Head Resident, etc). Only this person may sign the form to confirm location reservation.
- ❖ The signature of the budget manager (WSA Coordinator, Area Coordinator, etc) is required if there are any costs associated with your event. This confirms that the organization sponsoring the event is a recognized organization.
- ❖ Registration form due by 5:00pm the Tuesday prior to events occurring that Friday or later. Alcohol free events with no special needs (including Event staff, staging/furniture, A/V equipment) may be registered until Thursday at 1:00pm for events occurring that Friday or later.
- ❖ You will receive official confirmation of approval by the Office of Student Activities and Leadership Development and should not advertise the event or enter into any binding agreements until the event has been approved.
- ❖ In support of the Residential Life Quiet Hours Policy, student sponsored events in or around residential spaces that have the potential to be disruptive to the community at large will not be approved after the second day of reading period through the conclusion of finals week.

Note: Turning in the form does not signify approval of the event.

Social Event Registration

This form is due by 5:00pm the TUESDAY PRIOR to any event occurring that Friday or later. Please refer to the Social Event Policy for a description of types of events, policies, and regulations. Alcohol free events with no special needs (including Event staff, staging/furniture, A/V equipment) may be registered until Thursday at 1:00pm for events occurring that Friday or later).

EVENT INFORMATION

Type of event: Phase I Phase II Phase III

Sponsoring Organization: _____

Date of event: _____ Time: _____ AM/PM until _____ AM/PM

Location: _____ Occupancy limit of location: _____

Target Audience: _____ Expected total attendance: _____

Entrance Fee (if any): _____

Title and General Description of Event: _____

Will you need Event Staff at your event? YES NO

If so, how many would you like to request? _____ (note: requesting Event Staff does not guarantee they will be able to work depending on other requests for the same night).

Will you need to request Furniture, Staging, A/V Equipment or Electrical set-up? YES NO

If so, what furniture do you need (please indicate amount, stage size, etc.):

Will your event be ticketed through the University Box Office? yes no

If yes, you will need to fill out a University Box Office Ticketing Form. Please see Box Office Manager to complete one.

ALCOHOL GUIDELINES

Will your event be alcohol-free? Yes (if so, skip this section) No

If alcohol is to be served, have you applied for a liquor permit? yes no N/A
(Application must be submitted through Public Safety.)

Amt. Alcohol: _____ Amt. Food: _____ Amt. Non-Alcoholic Beverages: _____

Note: If alcohol is to be part of the event, hosts will be responsible for ensuring that any alcohol at the event is legally procured, dispensed and consumed.

EVENT HOSTS

Name	Wes ID	Phone	Email	Host Trained? Yes No

OTHER CONSIDERATIONS

- ❖ Have you notified your neighbors about the event?
- ❖ Have you made appropriate security arrangements?
- ❖ Have you created a schedule for your organization to staff the event?
- ❖ Have you requested needed equipment from the sound co-op?
- ❖ Have you picked up Clickers, Stamps, ID Boxes, Cashboxes, etc from SALD?

SIGNATURES

Location Reservation: (the person authorized to book the location)

Date: _____ Signature: _____

Budget Manager (WSA Coordinator, Area Coordinator, etc.)

Date: _____ Signature: _____

Public Safety (authorization required for outdoor events or events where attendance will be 175 or more)

Date: _____ Signature: _____

POLICY COMPLIANCE

By signing below, I acknowledge that I have read and understand the Connecticut laws and Wesleyan University policies/regulations pertaining to the possession and use of alcoholic beverages, and pertaining to student-initiated social events. I agree to abide by all policies and regulations mentioned above. I willingly assume the responsibilities and liabilities associated with hosting a student-initiated social event as outlined in the Social Event Policy and Host Training. I understand that I may be held responsible for violations of University policy occurring during this event. As the host(s) of this event, I will be present for the duration of the event and will be available to assist University officials in resolving any issues or problems associated with the event.

****Note:** Submitting this form does not signify that the event will be approved. You must wait for notification from the Office of Student Activities and Leadership Development for official approval.

Date: _____ Host Signature: _____

Submit this registration form to:

The Office of Student Activities & Leadership Development, Usdan First Floor, no later than 5 p.m. on the TUESDAY PRIOR TO ANY EVENT occurring that Friday or later. Alcohol free events with no special needs (including Event staff, staging/furniture, A/V equipment) may be registered until Thursday at 1:00pm for events occurring that Friday or later).

Student Activities & Leadership Development Approval

_____ **Event Approved** _____ **Event Not Approved** **Date:** _____

Signature: _____
Director (or designee)

_____ **Event Staff Requested** _____ **Needs/Services Ordered** _____ **Reviewed** _____ **Host Notified**