The Social Event Registration Form is due by 1:00pm the Monday prior to events occurring that Thursday to the following Wednesday for any event with special needs (including furniture, staging, catering, electrical set-up, A/V equipment, or Event Staff, or an event with alcohol). Events with no special needs must be registered by Wednesday at 1:00pm for events occurring that Thursday to the following Wednesday.

- All students listed as event hosts must be host trained (through Moodle). To sign up for host training, contact SALD (stuact@wesleyan.edu). Once the form is turned in, we will confirm your completion of host training.
- You will receive official confirmation of approval by the SALD Office 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 last day of classes through the conclusion of finals week.

**EVENT INFORMATION**

Sponsoring Organization: __________________________________________

Date of event: ____________________________ Time: _______AM/PM until _______AM/PM

Location: __________________________________________ Location Capacity: __________

Will this be a ticketed event: ☐ YES ☐ NO

Entrance Fee (if any): __________________________

Title: __________________________________________

General Description of Event: __________________________________________

Will you need Event Staff at your event? ☐ YES ☐ NO (Note: requesting Event Staff does not guarantee they will be able to work depending on other requests for the same night).

Are you requesting Furniture, Staging, A/V Equipment or Electrical set-up? ☐ YES ☐ NO

If so, what furniture do you need (please indicate amount, stage sections (4x8 sections), etc.):

**EVENT HOSTS**

<table>
<thead>
<tr>
<th>Name (please print)</th>
<th>Wes ID</th>
<th>Phone</th>
<th>Email</th>
<th>Host Trained?</th>
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<td>☐ YES ☐ NO</td>
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<td>☐ YES ☐ NO</td>
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**OTHER EVENT CONSIDERATIONS**

- Have you notified your neighbors about the event?
- Have you picked up Clickers, Stamps, ID Boxes, Cashboxes, etc. from SALD?
- Have you requested needed equipment from the sound co-op?
- Have you made appropriate security arrangements or requested Event Staff above?
- Have you created a schedule for your organization to staff the event and developed a Party Staffing Plan? Have you sent your staffing grid to stuact@wes by the deadline? Example of Party Staffing Plan:

<table>
<thead>
<tr>
<th>Time</th>
<th>Door (2 people)</th>
<th>Main Stairs (1)</th>
<th>Fire Escape(1)</th>
<th>Basement(1)</th>
<th>Café(1)</th>
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<tbody>
<tr>
<td>10:00 to 10:30</td>
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<td>12:30 to 1:00</td>
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**NOTE: THIS IS A SAMPLE STAFFING GRID!!**

Your event grid should be based on the space you are using for the event.
ALCOHOL GUIDELINES

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. Additionally, organizers should plan to have an appropriate amount of alcohol based upon the number of attendees of legal drinking age. As a guideline, responsible consumption is one standard drink per hour; a standard drink is 12 fl oz of regular beer, 5 fl oz of table wine, or 1.5 oz of hard liquor.

Will your event be alcohol free? □ YES (if YES, skip the remainder of this section)  □ NO

If alcohol is to be served, have you applied for a liquor permit? □ YES  □ NO (Application must be submitted through Public Safety)

REQUIRED SIGNATURES

Each space on campus has a designated person responsible for booking (House Manager, Head Resident, etc). Only this person and the Area Coordinator may sign the form to confirm location reservation.

Location Reservation: (The person authorized to book the location and the Area Coordinator)

Signature: _______________________________ Date: ______________
Print Name: _______________________________ Title: _______________________________

Signature: _______________________________ Date: ______________
Print Name: _______________________________ Title: Area Coordinator, ResLife

Public Safety: (If your event will be over 150 people or will be held outside, a signature is required by the Director of Public Safety or by a Public Safety Supervisor.)

Signature: _______________________________ Date: ______________
Print Name: _______________________________ Title: _______________________________

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 course. 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 (we) 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 approval of the event. You must wait for notification from the Office of Student Activities and Leadership Development for official approval.

Host Signature: _______________________________ Date: ______________
Host Signature: _______________________________ Date: ______________
Host Signature: _______________________________ Date: ______________

Submit this form to: The Office of Student Activities & Leadership Development, Usdan First Floor
Due by 1:00pm on Monday (with event needs) or by 1:00pm on Wednesday (no needs)

STUDENT ACTIVITIES AND LEADERSHIP DEVELOPMENT APPROVAL

□ Event Approved  □ Event Not Approved

Signature: _______________________________ Date: ______________

□ Event Staff Requested  □ Needs/Services Ordered  □ Reviewed  □ Host Notified