

Outdoor Special Event Proposal

For events requesting more than five (5) spaces, an event proposal must be submitted. This proposal must be submitted to Student Center & Event Services at least fifteen (15) working days in advance of the event date. Reservations for space will not be made until the proposal is submitted, reviewed and approved. Once the proposal is submitted, Student Center & Event Services will contact you within five (5) business days.

All sections must be filled out as well as the space diagram page(s). You may use additional pages if necessary.

1. Name of sponsoring organization: _____
2. Name, address, phone number, email, and student ID number of the authorized signer for that organization who will take responsibility for making arrangements with Student Center & Event Services:

Name: _____ Student ID#: _____

Address: _____

Phone #: _____ Email: _____
3. Name of co-sponsoring organizations or departments: _____
4. Date of the event: _____
5. Title of the event: _____
6. Purpose of event: _____
7. Detailed description of the proposed activity for each space being requested:

8. Is amplified sound being requested? If so, what time?: _____
9. Names of any and all speakers participating in the event:

10. Is security being requested?: _____
11. Start and end times of the event: _____
12. Setup and cleanup timeline and procedures: _____
13. Estimated number of participants and/or size of anticipated audience: _____
14. Ticket prices, if applicable: _____

15. Will food or beverages to be sold or served? If so, prepared foods or BBQ on site?:

16. Equipment to be used (such as tables, chairs, canopies, risers, PA system, etc.). Include whether or the equipment will be ordered through Student Center & Event Services or whether the sponsoring organization will provide:

17. Will vendors be part of this event?: _____

18. Include any additional information about your event not directly requested above:

- Event should not be advertised or promoted until the proposal has been reviewed, accepted, and reserved, as approval is not guaranteed. Space assignments will be based on the actual footprint of the event. Student Center & Event Services staff will be pleased to assist you by ordering the equipment and services for your event. All equipment requested and approved will be at the expense of the sponsoring organization.
- Event requests will be reviewed and Student Center & Event Services will determine approval. If the UCI Police Department determines that special security is required, it will be at the expense of the sponsoring organization.
- The sponsoring organization may be required to provide additional permits (e.g. food, alcohol, vendor permits) or approvals (e.g. amplified sound) based services provided at the event.
- Insurance may be required based on the type of event being planned. If vendors are part of the event, additional insurance from vendors will also be required.
- Student Center & Event Services reserves the right to adjust the volume at events and move equipment if it is outside the reserved area or poses any safety risks.

Submission of this proposal constitutes my acknowledgement that the information provided in this document is true and that I agree to abide by all campus policies in the planning and execution of this event.

Organization Representative

Date