

# CENTER FOR STUDENT INVOLVEMENT VIP EVENT FORM

This form must be completed a minimum of seven (7) days before the event/activity.

\*(Directions for completion on back – **please press firmly** to make sure information is visible on all copies)

Sponsoring Organization(s) \_\_\_\_\_

(Full name – please **no initials**)

Name of Event \_\_\_\_\_

Description of Event \_\_\_\_\_

Name of Speaker(s)/Performer(s) \_\_\_\_\_

Location \_\_\_\_\_ Estimated Attendance \_\_\_\_\_

Date(s) \_\_\_\_\_ Set-up Start Time \_\_\_\_\_ Event Time \_\_\_\_\_ Clean-up End Time \_\_\_\_\_

## CHECKLIST

### **FINANCIAL INFORMATION** (Proof of funds is required)

TOTAL ESTIMATED PROGRAM COSTS: \_\_\_\_\_ Outstanding Debts? YES NO

List funding source and provide proof of funding \_\_\_\_\_

Bill to: University Account Number \_\_\_\_\_ or Student/Address \_\_\_\_\_

### **PROGRAM ARRANGEMENTS** (To be completed with your CSI Liaison)

YES ☐ NO ☐ Are contracts needed? If “YES,” has the CSI Liaison negotiated the contract? Date (to be) signed: \_\_\_\_\_

YES ☐ NO ☐ Special room set-up? Describe: \_\_\_\_\_

YES ☐ NO ☐ Equipment needed? \*fees may apply\*

Microphone: \*floor+“aaaaaaa”\*wireless+ \_\_\_\_\_ Podium \_\_\_\_\_ TV/DVD \_\_\_\_\_

VCP Projector \_\_\_\_\_ Laptop \_\_\_\_\_ Screen \_\_\_\_\_ Other: \_\_\_\_\_

YES ☐ NO ☐ Late Ending Hour Requested? Hour? \_\_\_\_\_ Reason: \_\_\_\_\_

YES ☐ NO ☐ Waiver Required? If “YES,” a form must be filed by (date): \_\_\_\_\_

Amplified Sound: \_\_\_\_\_ Alcohol: \_\_\_\_\_ Other: \_\_\_\_\_

YES ☐ NO ☐ Rain Back-up? Location & Plan: \_\_\_\_\_

YES ☐ NO ☐ Special Event Location?(Date form filed) Rismen Plaza \_\_\_\_\_ Rathskeller \_\_\_\_\_ ORH \_\_\_\_\_ Other \_\_\_\_\_

YES ☐ NO ☐ Sales or Solicitation? If “YES,” form must be filed by (date): \_\_\_\_\_

YES ☐ NO ☐ Advertising? Describe: \_\_\_\_\_ Est. Cost: \_\_\_\_\_

YES ☐ NO ☐ Recommendation for police? By Whom? \_\_\_\_\_ Est. Cost: \_\_\_\_\_

YES ☐ NO ☐ High Liability? If “YES,” Hold Harmless form must be filed by (date): \_\_\_\_\_

YES ☐ NO ☐ University Food Service? Describe: \_\_\_\_\_ Est. Cost: \_\_\_\_\_

### **SOCIAL EVENT**

YES ☐ NO ☐ If “YES”, attach social event plan.

YES ☐ NO ☐ Social event policy waiver? If “YES”, type: \_\_\_\_\_ Date to be filed by: \_\_\_\_\_

### **APPROVALS:**

\_\_\_\_\_  
Name of Person Responsible for Event

\_\_\_\_\_  
Signature of Person Responsible for Event

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Date

\_\_\_\_\_  
E-mail Address of Person Responsible for Event:

\_\_\_\_\_  
Name of Advisor and Email

\_\_\_\_\_  
Advisor's Signature

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Date

\_\_\_\_\_  
Center for Student Involvement Signature Date

\_\_\_\_\_  
Residence Hall Staff Signature (if needed) Date

Distribution:

White: Scheduling Canary: Campus Police

Pink: Center for Std. Involvement Gold: Organization

#### OFFICE USE ONLY

cultural educational social recreational leadership administrative  
philanthropy/community service demonstration co-sponsored

## Directions for Completing a VIP

Any organization wishing to hold an event on campus must complete a VIP form; the exception is for normally scheduled organization meetings. Groups will also need to complete VIP forms for organization meetings where equipment will be used or food will be served or for use of the Conference Suite. Rooms can be put on “hold” in the Scheduling Office while the paperwork is being completed. Forms must be completed a minimum of seven (7) days before the event/activity.

1. Fill out the full name of the **sponsoring organization**; no initials, please.
2. Fill out the **name of the event**.
3. Complete a **short description** of the event including names of any performers/speakers.
4. Give the **location, estimated attendance, set-up start time, actual event time, clean-up end time and date** of the event.
5. Complete **checklist**:
  - a. If the organization has any **outstanding debts**, the organization will not be permitted to hold an event. The Center for Student Involvement (CSI) will verify.
  - b. The estimated cost of the program must always be noted. Proof of fund availability **must** be provided (i.e. most recent bank statement, Allocation verification form with account number).
  - c. **Contracts must** be negotiated through the Associate Director for Events/Activities in the Center for Student Involvement.
  - d. **Special room setup** includes rearrangement of furniture or other special needs.
  - e. **Equipment** available can range from microphones to overhead projectors; equipment should be discussed and ordered with the University Scheduling Office when the event is scheduled. Specialized needs will be referred to the appropriate servicing department. **Fees may apply.**
  - f. **Late hours** are any time after the normal building hours of operations. Check with the Scheduling Office to determine the current hours of operation. A minimum of **14 working days advance notice is required.**
  - g. **Rain back up** is for outside events only. An alternative plan should be available for rain-outs.
  - h. **Sales and Solicitation** forms must be completed when the organization will be selling any items, soliciting donations or soliciting for signatures related to an event.
  - i. **Advertising** costs can be determined by calling the *Daily Kent Stater* or other source of advertising and estimating the amount of money that is going to be used for flyers, posters, chalking, etc.
  - j. The group's CSI liaison will determine the recommendation for police.
  - k. If **amplified sound** is being used outside (i.e. microphones, megaphones, etc.), a sound waiver must also be completed and turned in to the Center for Student Involvement at least **5 working days in advance.**
  - l. **High liability/hold harmless** forms are to be completed for events that indicate a potential high level of risk for the participants. Examples include, but are not limited to: use of a portable climbing wall, dunk tanks, volleyball tournament fundraisers, etc. The organization's CSI liaison will determine if this form is necessary.
  - m. If **food** is being provided during an event in the Kent Student Center or on the Rismann Plaza, the organization must use University Dining Services. Cost estimates can be obtained by contacting the Banquet Sales Office.
  - n. If **alcohol** is being served at an event, an alcohol waiver request must be submitted to the Center for Student Involvement at least **10 working days in advance.**
  - o. If the event is a **social event**, a social event plan must be attached. This form is to be completed with your CSI liaison.
6. A **representative of the organization** must print and sign his/her name, phone number and e-mail address on the form.
7. The organization's **advisor must approve** the event. His/her signature is needed before meeting with your CSI liaison.
8. Bring the completed form to the Center for Student Involvement. The organization's **liaison** will then review the VIP form for completeness. The **liaison must approve** the event/sign the form.
9. Take the white copy of the form to the **Scheduling Office** to reserve the venue.
10. **Retain the gold copy** of the form for your organization's records. If the form was obtained online, a copy will be provided for your files by your CSI liaison.