

2023-2024 Special Event Form

Office Use only
Date Received: _____
Staff Initials: _____

This form is required for any event that is not a general business meeting and is for 50 or more guests. Host organization is required to complete the entire form, attain necessary signatures and return to venue hosting the event. Please mark boxes with an "X", print clearly and legibly – forms that cannot be easily read by staff will be returned. These events require minimum of two week's notice (some medium and all high risk events require 30 days notice) from student orgs in good standing with campus life. Frozen/Inactive groups cannot reserve spaces for events.

Today's Date: _____ Host Org Name: _____

Primary Contact for Event: _____

Contact Phone Number _____ Contact Email _____

Event Details:

Event Name: _____

Requested Date: _____

Points: _____ Sunday – Wednesday = 0 points, Thursday or Friday (8:00am – 10:00pm) = 0 points, Thursday, Friday or Saturday after 10:00pm = 2 points

Estimated attendance _____

Points _____ (50-200 = 0 points, 201-350 = 4 points, 351 and more = 8 points)

Describe what will take place at event and the purpose of the event:

Event Time: Access time _____ Event start time: _____ Event end time _____

Points: _____ 8:00am – 10:00pm = 0 points, Occurs/continues after 10:00pm = 6 points, occurs/ continues after 12:00am = 10 points

Desired Location: Mark one suitable to your expected guest count. Venue will approve final room selection based on desired setups and other factors.

- SC 300 (50 guests or less) SC310A (50 – 150 guests) SC310B (50 – 100 guests)
SC310AB(100 – 200 guests) SC Ballroom B (75 – 150 guests) SC Ballroom A (75 – 200 guests)
SC Grand Ballroom (150+ guests) Auditorium (max 250, fixed seating) MCK Guild (max 75)
MCK Ballroom (75 – 200 Guests depending on setup) REC/IM Center
University Park Lakehouse (max indoor 50) Pease Auditorium(max 1500, fixed seating)
George Gervin Game Above Center (staff to discuss) Pray Harold 201(max 384, fixed seating)
Academic space/classroom: _____ (note room here)

Other: _____

Points: All buildings above = 0 points. Other locations = 10 points

Audience: Mark all that apply: EMU Students Only EMU Students and Community

EMU Students and outside guests/performers EMU Students, special guests (speakers, dignitaries, elected officials etc)
Points: _____ EMU Students only = 0 points, 50+ guests /open to public = 6 points

Type of event: Mark one:

Ceremony
 Lecture/Panel Banquet
 Semi formal Ball
 Banquet
 Performance
 Fashion show/Talent
 Show Other: _____

Points: _____ All seating = 0 points, Some seating, some free movement = 4 points, No seating = 8 points

Desired Room Setup: Mark one

Theater Style (all chairs)
 Rounds of 8
 Classroom style
 Open floor space
 Combination (Specify): _____

Points: _____ All seating = 0 points, Some seating, some free movement = 4 points, No seating = 8 points

More about your event:

Does your event have outside performers/panel/guest speaker? Yes No If yes, please list them here: _____

Will this event have music? Mark all that apply. DJ Small band (1-4 performers)

Large band (5+ performers) ***All DJ's and bands must supply their own sound systems and all related equipment***

Will food and beverages be served at this event? Yes No

** Eastern Michigan University does not allow outside food or beverage at events on campus. Please contact the Event Services Office if you wish to have food at your event. Charges and fees will apply for orders and services provided.

Will this event be publicized? Yes No If Yes, describe how _____

Is this event a ticketed event? Yes No

If "Yes", all ticket sales must be coordinated through the EMU. See coordinator for more information.

Does this program or event serve as a fundraiser for the host organization or an external charitable organization?

Yes No If yes, see questions below:

How will you collect donations? Cash onsite* Money app(Venmo, Cash app etc)

a. What charity will receive the funds? _____

b. Where will funds be directed? EMU Foundation Account Outside Bank Account

Are you collaborating with another student organization or partnering with an outside organization** on this event?

Yes No Name of Organization _____

* Cash onsite requires DPS to be onsite. See your coordinator for more info

(Required) Primary Event Contact Signature: _____

(Required) Organization President Signature: _____

(Required) Adviser to Organization Signature: _____

Adviser Name Printed: _____

Points total: _____ (Reviewed by venue contact(initials): _____)

Special Event Form

Group requesting event keeps this top page for records

By submitting this form, the host organization and event contact understands and agrees to the following:

-Submitting this form does not constitute an automatic approval of the event nor is this a confirmation for said event. Venue staff will provide further documentation that could include pricing, additional policies, detailed information for event etc.

-Event Services will confirm "risk levels" according to EMU Student Organization Special Events policy and update accordingly

-Additional review might be required by larger Special Event Committee. Committee will either approve or deny the event based on information given on this form. Group will be notified of the decision via the email address provided here. The committee reserves the right to ask additional questions about information submitted on the form. If more information is needed, the approval process does not continue as additional information is being gathered. New information will need to be reviewed by committee.

- If your event requires DPS or security to be onsite, all charges will be the responsibility of the host organization. Group will be notified in advance of event to discuss this information in more detail.

-Specific type of events (University pool events, car smashes, etc) and high risk events require insurance. It is the responsibility of the host organization to acquire said insurance. See your coordinator for more information.

-The host organization is responsible for meeting with venue staff to plan/layout event details. To include but not limited to setup, AV, catering (if applicable)) for an event a minimum of 2 weeks out ahead of event to properly staff and plan services. If Event Services does not have information by this time frame, event request/reservation will be canceled.

The host organization is required to be present and to assist in managing of the event for its duration of event. Onsite responsibilities include but not limited to controlling entrances, house management, communicating with guests on behavior issues and event security with DPS and facility staff. Venue manager will review this with you prior to event.

By completing this form, the signer warrants that they have the authority to make this agreement on behalf of said organization. They also warrant that by completing and submitting this form, the named student organization understands and agrees to abide by the terms and conditions of the EMU Student Organization Special Events policy, the EMU Student Code of Conduct, and all applicable local, federal, and state laws. Additional policies and requirements are provided through venue contract.