

Event Checklists

Please use the below checklists as guidelines to determine what paperwork must be submitted for your event. If you have any questions, please contact the Center for Student Life and Leadership Development.

On-Campus Event Checklist

See reverse for Off-Campus Event Checklist

If an event is taking place **on campus**, the following paperwork is required to be on file with the Center for Student Life and Leadership Development prior to the event taking place:

- Student Organization Activities Request Form**
Must be submitted at least 4 weeks in advance of the event.

- Is the event a fundraiser?**
If you are raising funds for your group, you must complete and submit a **Fundraising Application**.

- Will you be hiring any outside individuals as speakers, performers, etc.?**
If yes, you must complete a District-standard **Independent Contractor (IC)*** packet. Please contact the Center for Student Life and Leadership Development for additional information. Contracts and all back-up documentation must be submitted to the Center for Student Life for District approval at least 2 weeks prior to the event taking place. ***If the required paperwork is not submitted at least 2 weeks in advance of the event, the event WILL be canceled.***

- Will you be hiring any outside performers, such as musicians, bands, or dance groups?**
If yes, you must complete a District-standard **Performance Agreement*** packet. Please contact the Center for Student Life and Leadership Development for additional information. Agreements and all back-up documentation must be submitted to the Center for Student Life for District approval at least 2 weeks prior to the event taking place. ***If the required paperwork is not submitted at least 2 weeks in advance of the event, the event WILL be canceled.***

- Will you be hiring any outside vendors, such as photographers, videographers, game or activity equipment, etc.?**
If yes, you must complete a District-standard **Standard Services Agreement***. Please contact the Center for Student Life and Leadership Development for additional information. Agreements and all back-up documentation must be submitted to the Center for Student Life for District approval at least 2 weeks prior to the event taking place. ***If the required paperwork is not submitted at least 2 weeks in advance of the event, the event WILL be canceled.***

**** These agreements may also require insurance and/or employment verification documentation. All required documents must be included.***

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Off-Campus Event Checklist

See reverse for On-Campus Event Checklist

If an event is being held **off campus**, the following paperwork is required to be on file with the Center for Student Life and Leadership Development prior to the event taking place:

- Student Organization Off-Campus Event Authorization**
Must be submitted at least 4 weeks in advance of the event.
- Is the event a fundraiser?**
If you are raising funds for your group, you must complete and submit a **Fundraising Application**.
- Advisor Off-Campus Travel Agreement**
One form from each advisor accompanying students on the event must be submitted with the Student Organization Off-Campus Event Authorization.
- Student Liability Release, Behavior Standards, and Medical Consent Form**
One form for each student participant must be submitted no later than 72 hours before the event.
- Will students be driving to or from the event?**
If yes, each student driver must complete and submit a Driver Authorization Form along with a copy of the student's Driver's License and Proof Insurance to the Center for Student Life at least 72 hours before the event.
- Will you be hiring outside transportation services, such as a charter bus?**
If yes, you may only select from the list of District-approved charter companies. Please check with the Center for Student Life and Leadership Development for the current list of approved companies.