ANDREW COLLEGE

Event Planning Form

Please keep in mind that all activities should be consistent with university policies and procedures, as well as the mission of your organization. In order to allow for optimal planning of your event, this form should be completed 1 month prior to your event.

EVENT COORDINATOR INFORMATION

Name(s):_____

Email: _____   Phone: _____

EVENT INFORMATION

Event Name: _____

Event Data: _____   Event Time: _____ AM PM

Event Location: _____

Backup Location (if needed): _____

Description of Event:
_____
_____
_____

Maintenance Needs:
_____
_____
_____

IT Needs:
_____
_____
_____

Catering Needs:

_____

_____

_____

- **Is this a fundraising event?   YES   NO**
  If so, approval is needed from the Vice President of Development.

- **Is your activity open to the general public?   YES   NO**
  If so, approval is needed from the Vice President of Finance.

OFF CAMPUS EVENT/TRAVEL

1. **Are you traveling?   YES   NO**
   If so, what type of transportation are you using?   Personal Vehicle   AC Van

2. **If your event requires an overnight stay, detail below the address and telephone number where your group may be contacted.**

Name:_____

Address: _____   **Phone Number:** _____

_____

_____

NOTE: ALL STUDENTS MUST SIGN A WAIVER RELEASE FORM FOR ANY TRAVELING EVENT. ALSO, PLEASE BE SURE TO OBTAIN HEALTH FORMS FROM THE OFFICE OF STUDENT AFFAIRS BEFORE TRAVELING.

** By signing this document you acknowledge your responsibility to clean up the used space including trash, decorations, or personal materials, complete an official work request to have the space cleaned by National of any set-up materials they provided, contact IT once the event is complete to retrieve their materials, and contact SAGE with any pick-up request of their materials. Failure to cleanup the reserved space will result in a $150 fine to your college account.

SIGNATURES

Event Coordinator/Sponsor/Advisor: _____

VP for Dev. as Needed:_____   **VP for Finance as Needed:** _____

Department Head: _____

Internal Use Only

- ☐ Events Calendar Updated   ☐   National Notified
- ☐ AC Calendar Updated   ☐   SAGE Notified
- ☐ IT Notified