

**OFFICE USE ONLY**

**Approved by:**

\_\_\_\_\_ **Date:** \_\_\_\_\_

**Follow Up Meeting** \_\_\_\_\_

**Student Union Confirmed by:**

\_\_\_\_\_ **Date:** \_\_\_\_\_

**EVENT REGISTRATION FORM**

Please complete top portion BEFORE your meeting with an Advisor

NAME OF CLUB (*please do not abbreviate*): \_\_\_\_\_

CLUB CONTACT(S): \_\_\_\_\_

PHONE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

PROGRAM/EVENT TO BE PLANNED: \_\_\_\_\_

GOAL/PURPOSE OF THE EVENT: \_\_\_\_\_

ATTENDANCE GOAL \_\_\_\_\_ EVENT DATE: \_\_\_\_\_

DESIRED VENUE: \_\_\_\_\_ SET UP TIME \_\_\_\_\_

EVENT TIME: \_\_\_\_\_ END TIME \_\_\_\_\_

**Programming needs for your event:**

(This section should be filled out during your meeting WITH an Advisor)

**Food** – Will you be having food at your event?

University Catering (if details are confirmed two weeks prior to event receive 15% off discount)

Temporary Food Permit (at least 10 days in advance) - if catering says no (need in writing)

Temporary food permit <http://www.ehs.uconn.edu/food/request.php>

**Notes:**

**Publicity** – You will be advertising your event?

- If yes, where do you plan to advertise?

**Notes:**

**Room Set Up**– Will you need a specific type of room arrangement for your event? \_\_\_\_\_

**Notes:**

\*Signature indicates you have attended a SOLID Program Workshop, have read the U guide and have met with an Advisor

\*\*Please note that failure to complete this form and meet with a Program Advisor may result in cancellation of your reservation and event.

Rain Location – if event is outdoors

Venue/ Rain Date: \_\_\_\_\_

Security – Will you need security services for your event? (Event Services Office to follow UCONN Policy)

Crowd control done by organization

Staffing for Event

**Notes:**

Technical Support – Will you need some type of technical equipment during your event including microphones, a sound mixer, speakers, PowerPoint, etc.?

**Notes:**

Risk Management/Emergency Plan – Do you have a plan in place in case of emergency?

**Notes:**

Tickets – Will you be selling/giving out tickets for your event? Will tickets will be required for entry into the event?

**Notes:**

Contracts – Are there any contracts that need to be reviewed / signed?

If YES! Date/Time to look over contracts with Advisor \_\_\_\_\_

Budget - Funding (either from the club/organization or an outside source (ex. USG) has been secured?

**Additional Event Notes:**

\*Student's Signature: \_\_\_\_\_

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