



### **2011-2012 Event Planning Form**

Lake Superior State University Office of Campus Life

All recognized student clubs and organizations must complete this form when planning events that are promoted as "open to the campus" and group sponsored/co-sponsored activities that cannot guarantee that attendance will be limited to the LSSU community. This form allows LSSU staff to support successful student events and ensures that events comply with LSSU policy.

- (1) Complete this form. If you checked any boxes, then:
- (2) Submit form to Office of Campus Life for approval. If you have checked boxes related to fundraising, you may have to complete additional forms.

Name of Group(s): \_\_\_\_\_

Contact Person(s): \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

LSSU Advisor: \_\_\_\_\_

LSSU Advisor Phone: \_\_\_\_\_

Proposed Event: \_\_\_\_\_

Proposed Date(s): \_\_\_\_\_

Proposed Location: \_\_\_\_\_

Expected Attendance: \_\_\_\_\_

**1. Do the plans for your event include any of the following? Check all that apply!**

- |  |  |
|--|--|
| <input type="checkbox"/> Fundraising/Sale of Merchandise/Silent auction                          | <input type="checkbox"/> Food                              |
| <input type="checkbox"/> On-campus outdoor activities  | <input type="checkbox"/> Travel/use of an off-campus venue |
| <input type="checkbox"/> Live music/sound amplification  | <input type="checkbox"/> Physical activity by participants |
| <input type="checkbox"/> Advertisements/invitations to individuals outside of the LSSU community | <input type="checkbox"/> Raffle                            |
| <input type="checkbox"/> A speaker who is not a member of the LSSU community                     |  |

**2. Your next step depends on the following...**



**Did you check one or more boxes? STOP!**

All other clubs and organizations must meet with Campus Life staff.



**No checks?**

Plan on! You must bring this completed form with you to Office of Campus Life.

**3. Important!** The contact person listed above is responsible for informing Campus Life of any changes to your event which occur after this form has been processed!

*For Office of Campus Life Use:*

Date Approved: \_\_\_\_\_ By: \_\_\_\_\_

Website Update: \_\_\_\_\_