

K-STATE EVENT PLANNING FORM FOR ON-CAMPUS EVENTS

One key to a successful event is good planning. This pre-event form provides your organization with a series of questions to consider prior to engaging in an activity. This is a great tool for students and advisors; we recommend that all the leaders of your organization and your advisor participate in the planning process. That way, your entire group is working together and understands your organization's direction.

All activities should be consistent with university rules, policies, and procedures as well as applicable local, state, and federal laws.

Name of Organization: _____

Co-Sponsoring Organizations or Departments: _____

Individual(s) Responsible for Coordinating Event _____

Name

Email

Name

Email

Title of Event/Activity: _____

Type of Event:

Fundraiser

Conference/Seminar

Program

Retreat

Social Activity

Other (specify): _____

Dates of Event: _____

(Check the University Calendar (www.ksu.edu/calendar) to see if there is a conflict with another event).

Location: _____

(Make sure you reserve the facility)

Backup location in case of inclement weather: _____

(Must also be reserved)

Start Time: _____ **End Time:** _____

Estimate the Number of People Attending: _____ Students
_____ General Public

1. **What resources have you consulted prior to determining that you can adequately manage this event?**
 - Organization Advisor
 - Office of Student Activities and Services
 - Prevailing Professional Standards
(For example, the Flying Club would use the Federal Aviation Administration Standards)
 - Other Student Organizations That Have Hosted Similar Events
 - Other (Please Specify): _____

2. **In the event that someone may be at risk by attending your event, have you arranged for the following:**
 - _____ Liability Insurance (Contact Insurance Companies to check on pricing)
 - _____ Waiver Forms (Go to: www.ksu.edu/osas/pdf/source.pdf) for example
 - _____ Medical Release Forms (Go to: www.ksu.edu/osas/pdf/source.pdf) for example
 - _____ University Police (When making reservations this will be determined if necessary).
 - _____ Emergency Medical Services (EMS) Personnel

3. **Are you traveling?** **Yes** **No** (Go to Question #5)

4. **If yes, what type of transportation are you using?**
 - Personal Vehicle University Vehicle (only for state business) Commercial Plane
 - Rental Car Chartered Bus Other _____

5. **Is your event outdoors, or can your event be affected by inclement weather?**
 - Yes**, If so: **No** (Go to Question #7)
 - Check ahead for weather conditions at <http://www.weather.com>
 - Plan for alternative rain location
 - Bring a radio with you to monitor changing weather conditions

6. **Will your event require the assistance of the University Police for security and/or Parking, Traffic, and Transportation Services for parking and traffic control?**
 - Yes** (Work with the faculty staff to determine needs)
*Must be planned at least 3 weeks in advance
 - No**

7. **Are you contracting a speaker and using University or SGA money?** **Yes** **No**
 - If yes, you will need to complete the Honorarium Information Sheet at www.ksu.edu/osas/fundingforms.htm

8. **Does your event involve the sale/distribution of items on campus?** **Yes** **No**
 - If yes, you will need to complete the fund-raising permit at www.ksu.edu/osas/pdf/source.pdf

9. **Are you planning on posting flyers or advertising on campus?** **Yes** **No**
 - If yes, please review the Publicity & Posting Guidelines at www.ksu.edu/osas/pdf/source.pdf

10. **Are you listing a K-State logo or trademark in association with your activity?** **Yes** **No**
 - See www.ksu.edu/osas/pdf/source.pdf

11. **If applicable, have you applied for Student Governing Association (SGA) Funding?** **Yes** **No**
For information about funding, go to www.ksu.edu/osas/funding.htm

(Signature of Student Leader)

(Signature of Advisor)

(Printed Name of Student Leader)

(Printed Name of Advisor)

(Date)

(Date)

(Will leave signature information, if this form needs to be turned into an office on campus).