

# SOCIAL EVENT REGISTRATION PROCEDURES

- ❑ Pick up a form from the Office of Student Activities and Leadership Development (SALD) or download it from the SALD website.
- ❑ All students listed as event hosts must be host trained. To sign up for host training, contact SALD (stuact@wesleyan.edu). Once the form is turned in, we will confirm your completion of host training.
- ❑ If the event will be over 150 people or will be held outside, a signature must be obtained from the Director or a Captain of Public Safety.
- ❑ Each space on campus has a designated person responsible for booking (House Manager, Head Resident, etc). Only this person and the Area Coordinator may sign the form to confirm location reservation.
- ❑ If there are any costs associated with your event the Sponsoring Organization must have funds available in their SBC account.
- ❑ Registration form requiring needs (Event staff, staging/furniture, A/V equipment) are due by 1:00pm the Tuesday prior to events occurring that Friday or later. Alcohol free and no needs events are due by 1:00pm on Thursday for events occurring that Friday or later.
- ❑ You will receive official confirmation of approval by the Office of Student Activities and Leadership Development and should not advertise the event or enter into any binding agreements until the event has been approved.
- ❑ In support of the Residential Life Quiet Hours Policy, student sponsored events in or around residential spaces that have the potential to be disruptive to the community at large will not be approved after the last day of classes through the conclusion of finals week.
- ❑ Examples of Party Staffing Plan

	Door (2 people)	Main Stairs (1)	Fire Escape(1)	Basement(1)	Café(1)
10:00 to 10:30					
10:30 to 11:00					
11:00 to 11:30					
11:30 to 12:00					
12:00 to 12:30					
12:30 to 1:00					

**Note: Turning in the form does not signify approval of the event.**

## SOCIAL EVENT REGISTRATION

*Social Events requiring needs (Event staff, staging/furniture, A/V equipment) are due by 1:00pm the TUESDAY prior to events occurring that Friday or later. Alcohol free and no needs events are due by 1:00pm on Thursday for events occurring that Friday or later.*

### EVENT INFORMATION

Sponsoring Organization: \_\_\_\_\_  
Date of event: \_\_\_\_\_ Time: \_\_\_\_\_AM/PM until \_\_\_\_\_AM/PM  
Location: \_\_\_\_\_ Occupancy limit of location: \_\_\_\_\_  
Expected total attendance: \_\_\_\_\_  
Entrance Fee (if any): \_\_\_\_\_ Will this be a ticketed event: YES NO  
Title: \_\_\_\_\_  
General Description of Event: \_\_\_\_\_

Will you need Event Staff at your event? YES NO

*(note: requesting Event Staff does not guarantee they will be able to work depending on other requests for the same night).*

Are you requesting Furniture, Staging, A/V Equipment or Electrical set-up? YES NO

If so, what furniture do you need (please indicate amount, stage sections (4x8 sections), etc.):

### ALCOHOL GUIDELINES

Will your event be alcohol free? YES *(if YES, skip the remainder of this section)* NO

If alcohol is to be served, have you applied for a liquor permit? YES NO

*(Application must be submitted through Public Safety)*

Amt. Alcohol: \_\_\_\_\_ Amt. Food: \_\_\_\_\_ Amt. Non-Alcoholic Beverages: \_\_\_\_\_

Note: If alcohol is to be part of the event, hosts will be responsible for ensuring that any alcohol at the event is legally procured, dispensed and consumed.

### EVENT HOSTS

Name (please print)	Wes ID	Phone	Email	Host Trained?
				<input type="checkbox"/> YES <input type="checkbox"/> NO
				<input type="checkbox"/> YES <input type="checkbox"/> NO
				<input type="checkbox"/> YES <input type="checkbox"/> NO

### OTHER CONSIDERATIONS

- Have you notified your neighbors about the event?
- Have you made appropriate security arrangements?
- Have you created a schedule for your organization to staff the event?
- Have you requested needed equipment from the sound co-op?
- Have you developed a Party Staffing Plan *(locations & time shifts)*?
- Have you picked up Clickers, Stamps, ID Boxes, Cashboxes, etc from SALD?

## SIGNATURES

**Location Reservation:** *(the person authorized to book the location and the Area Coordinator)*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: Area Coordinator

**Public Safety:** *(authorization required for outdoor events or events where attendance will be 150 or more)*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

## POLICY COMPLIANCE

By signing below, I acknowledge that I have read and understand the Connecticut laws and Wesleyan University policies/regulations pertaining to the possession and use of alcoholic beverages, and pertaining to student-initiated social events. I agree to abide by all policies and regulations mentioned above.

I willingly assume the responsibilities and liabilities associated with hosting a student-initiated social event as outlined in the Social Event Policy and Host Training. I understand that I may be held responsible for violations of University policy occurring during this event.

As the host(s) of this event, I (we) will be present for the duration of the event and will be available to assist University officials in resolving any issues or problems associated with the event.

**\*\*Note:** *Submitting this form does not signify that the event will be approved. You must wait for notification from the Office of Student Activities and Leadership Development for official approval.*

Host Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Host Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Host Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Submit this registration form to:

***The Office of Student Activities & Leadership Development, Usdan First Floor, Events requiring needs (Event staff, staging/furniture, A/V equipment) are due by 1:00pm the TUESDAY prior to events occurring that Friday or later. Alcohol free and no needs events are due by 1:00pm on Thursday for events occurring that Friday or later.***

### STUDENT ACTIVITIES AND LEADERSHIP DEVELOPMENT APPROVAL

Event Approved       Event Not Approved

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Event Staff Requested    Needs/Services Ordered    Reviewed    Host Notified